



**LYONS TOWNSHIP HIGH SCHOOL
STUDENT AND PARENT HANDBOOK**

2013 – 2014

[SOUTH CAMPUS](#)

4900 S. Willow Springs Rd
Western Springs, IL 60558

[NORTH CAMPUS](#)

100 S. Brainard Ave
La Grange, IL 60525

(708) 579-6500

[PHONE](#)

(708) 579-6300

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[ATTENDANCE
LINE](#)

(708) 354-4700

(708) 579-6497

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(708) 579-6765

WEBSITE: www.lths.net

Property of: _____

Address _____

City/State/Zip Code _____

Phone _____

Student No. _____

Need to anonymously report unsafe behavior?

Use the ***SPEAK UP LINE***: Call – (708) 588-7326 or E-mail: speakupline@lths.net

***** BELL SCHEDULES *****

REGULAR SCHEDULE	PERIOD	LATE START
7:40	WARNING BELL	8:40
7:45 - 8:36	1	8:45 - 9:25
8:42 - 9:33	2	9:31 - 10:11
9:39 - 10:30	3	10:17 - 10:57
10:36 - 11:01	L 4 L	11:03 - 11:28
11:07 - 11:32	U 5 U	11:34 - 11:59
11:38 - 12:03	N 6 N	12:05 - 12:30
12:09 - 12:34	C 7 C	12:36 - 1:01
12:40 - 1:05	H 8 H	1:07 - 1:32
1:11 - 2:02	9	1:38 - 2:18
2:08 - 2:59	10	2:24 - 3:04

LATE START DATES

August 28/September 11 & 25/October 9/November 6 & 20/December 4, 2013
January 8 & 22/February 5 & 19/March 5 & 19/April 2 & 16 & 30/May 21, 2014

SPECIAL COMM PERIOD SCHEDULE	SCHOOL IMPROVEMENT DAYS
7:40	WARNING BELL 7:40
7:45 - 8:36	1 7:45 - 8:12
8:42 - 9:28	2 8:18 - 8:45
9:34 - 10:40	3 8:51 - 9:18
(1 st - 20 minutes of third period = com period)	4-5-6 9:24 - 9:51
10:46 - 11:11	L 4 L 9:57 - 10:24
11:17 - 11:42	U 5 U 10:30 - 10:57
11:48 - 12:13	N 6 N 11:03 - 11:30
12:19 - 12:44	C 7 C
12:50 - 1:15	H 8 H
1:21 - 2:07	9
2:13 - 2:59	10

SCHOOL IMPROVEMENT DATES

December 9, 2013
March 10 & April 24, 2014
Institute Day Friday, April 25, 2014

SPECIAL SCHEDULES will be developed for assemblies, guidance, registration, and other programs.

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August, 2013



Dear Parents and Students:

The **LYONS TOWNSHIP HIGH SCHOOL HANDBOOK** has been organized to provide you with essential information. We encourage you to read it carefully and to discuss its contents with your son or daughter.

Included are sections on attendance, graduation requirements, academic information, student services, attendance/disciplinary procedures, co-curriculars, athletics, and other general information.

This handbook is distributed to you as a way of notifying you of the expectations, policies, and procedures of Lyons Township High School. Our belief is that an effective partnership with parents and students is based upon this sharing of information.

We hope that the 2013-2014 school year is a successful one academically, intellectually, and socially for you!

WE ARE . . . LT!

Sincerely,

David C. Franson
Principal

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DISTRICT ADMINISTRATION

SUPERINTENDENTDr. Timothy B. Kilrea
DIRECTOR OF CURRICULUM..... Mr. Scott Eggerding
& INSTRUCTION
DIRECTOR OF HUMAN RESOURCES Mr. Ed Piotrowski
DIRECTOR OF BUSINESS SERVICES.....Mr. David Sellers
DIRECTOR OF TECHNOLOGYMr. Ed Tennant

BUILDING ADMINISTRATION

PRINCIPAL.....Mr. David C. Franson
ASSOCIATE PRINCIPALS
SOUTH CAMPUS..... Mrs. M. Therese Nelson
NORTH CAMPUSMr. Kevin Brown
ASSISTANT PRINCIPALS
SOUTH CAMPUS..... Mr. Adam Davis
..... Dr. Brian Mahoney
NORTH CAMPUS Mrs. Kelly Dostal
.....Ms. Kristine L. Costopoulos

DIVISION CHAIRS, ASSISTANT CHAIRS and DIRECTORS

APPLIED ARTS Mr. Jason Hlavacs
FINE ARTS Mr. Sam Robinson, Interim Chair
Assistant ChairMr. Mark Dahl
GLOBAL STUDIES.....Mr. Paul Houston
Assistant ChairMr. Andrew Newcomb
LANGUAGE ARTS Mrs. Karen Raino
Assistant Chair Mr. Toby Casella
LEARNING RESOURCESMr. David Franson
MATHEMATICS/SCIENCEMs. Michele Chapman
Assistant Chair Ms. Amber Beemer
Assistant ChairMrs. Lindsay VanderMeer
PHYSICAL WELFARE/Mr. John Grundke
Assistant Chair (Athletics)..... Mr. Chris Cabaj
Assistant Chair (Physical Education)..... Ms. Joann Pyritz
SPECIAL EDUCATION Mrs. Karen C. Brown
STUDENT SERVICES Ms. Donna Bredrup
DIRECTOR OF STUDENT ACTIVITIESMr. Peter Geddeis
COORDINATOR OF ASSESSMENT & RESEARCH.....Ms. Katherine Smith

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LYONS TOWNSHIP HIGH SCHOOL
District 204
DISTRICT DECISION/APPEALS PROCESS

AREAS	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL	FOURTH LEVEL
Attendance	Staff Member	Assistant Principal	Associate Principal	Principal
Co-Curricular	<u>Coach</u> Sponsor	<u>Athletic Director</u> Activities Director	Principal	
Curriculum/ Instruction	Teacher	Division Chair	Assistant Principal or Associate Principal	Director of Curriculum Instruction
Discipline Note: Any disciplinary appeal must be made within ten (10) calendar days of the infraction.	Staff	Assistant Principal	Associate Principal (1-9 day suspension)	10 day suspension (Principal) Expulsion (Superintendent/Board)
*Discrimination/ Harassment	Assistant Principal	<u>Associate Principal</u> Division Chair	<u>Principal</u> Director of Human Resources	
Fee Waiver	Assistant Principal	Principal		
Grades	Teacher	Division Chair	Principal	
Level Change	Teacher & Counselor	Division Chair		
Medical PE Waiver	Nurse	Division Chair for Physical Welfare	Principal	
PE Waiver	Division Chair for Physical Welfare	Principal		
Scheduling	Counselor	Division Chair or Associate Principal		
Special Education	Teacher	Director of Special Education	Due process as prescribed by law	
Transportation	SC Associate Principal			

*student-student; student-staff, staff-student

The provisions of this handbook are not to be considered an irrevocable contractual commitment between the school and the student. Rather the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change. Information contained in the handbook is the responsibility of student and parent. All educational opportunities at Lyons Township High School, District #204 will be offered without regard to race, color, national origin, sex or handicap.

I. ATTENDANCE

Lyons Township High School is committed to forming a partnership with parents to maintain regular student attendance and to prepare students for work/career expectations. Lyons Township High School is committed to the philosophy that every student should attend all of his or her classes every day. Regular attendance and promptness in all classes are expected as essential for good performance. Each student should be aware that attendance is part of his or her evaluation in each class and should understand that excessive absences drastically affect the class grade and may result in loss of class credit.

Lyons Township High School must enforce the State of Illinois law regarding compulsory attendance. The law is specific that parents have the obligation to see that their children are in regular attendance. In order to comply with Illinois School Code, the school reserves the rights to determine if an absence is unexcused and/or truancy. The attendance guidelines for Lyons Township High School are as follows:

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A. EXCUSED ABSENCES DUE TO ILLNESS

It is the **parents' responsibility** to call the Lyons Township High School Assistant Principals' Office. Calls are expected on the day of the absence and must be received before the student returns to school. Only calls from parents or legal guardians will be recognized. Only emancipated students are allowed to call themselves in. Turning 18 does not grant that authority. Students with excused absences have the responsibility to take the initiative to make up work they have missed. Regular attendance is essential for good performance and LTHS has a limit of 7 absences from a class per semester. When a student has 7 absences in any class, the school requires written documentation for any subsequent absences, such as a medical doctor's/treating physician's note, medical doctor's prescription, court receipt, or death notice immediately upon returning to school or the absences may be considered unexcused and the student may be dropped from the class. It is important to note that a student who has been sick with a fever or vomiting must be symptom-free for 24 hours before returning to school.

ABSENCE REPORTING: SC – 708-579-6528 / NC – 708-354-4700

B. UNEXCUSED ABSENCES

If the Assistant Principals' Office has not received a phone call from the student's parent on the day of the absence, the student's absence will be considered unexcused. Students may be dropped from any class in which they have three unexcused absences per semester. Unexcused absences are subject to disciplinary action as follows:

1. **First Unexcused Absence:** The Assistant Principals' Office will contact the student's parent and the student will be assigned an hour of detention for each unexcused class period. No make up privileges are allowed for the class(es) in which the unexcused absence(s) occurred. Student loses final exam exemption privilege.
2. **Second Unexcused Absence:** The Assistant Principals' Office will contact the student's parent; and the student will be assigned a Saturday detention. No make up privileges are allowed for the class(es) in which the unexcused absence(s) occurred.
3. **Third Unexcused Absence:** The Assistant Principals' Office will contact the parent and the student may be dropped from the class with a withdrawn failing (WF) grade. This WF grade will appear on the student's permanent transcript. The student will be assigned a study hall in lieu of the dropped class (North Campus 10th hour early release would not be an option).

C. ABSENCES OTHER THAN ILLNESS

Since regular attendance is crucial to a student's learning, the school discourages any absence other than those due to illness. Nevertheless, we recognize that on some occasions it may be necessary for a student to miss school for other reasons such as illness or death in the student's immediate family, doctor's appointments, religious observances, and court appearances. In those situations when a parent is aware that a student must be absent from school, the absence will be considered excused if a parent notifies the Assistant Principals' Office prior to the absence. The student must take the initiative to make prior arrangements to do assignments and make up tests for the classes to be missed.

1. **Partial Day Absence:** When leaving the building during the school day, a parent must call to inform the attendance office of the time the student is to leave PRIOR to that time. The student then must check out in the assistant Principal's Office before leaving the building or it will not be excused. When returning from appointments, the student then must check back in at the Assistant Principal's Office. Failure to follow described check in/ check out procedures will result in disciplinary consequences. The school reserves the right to contact doctor's offices to confirm appointments and/or documentation from court appearances. The student must take the initiative to make arrangements to do assignments and make up test for the classes to be missed.
2. **Multiple Day Absence:** In the event a student must be absent from school for two or more days the parent must call the Assistant Principals' Office and the student must obtain a planned absence form. This form must be completed and signed by the student's parent. It is the student's responsibility to take the completed planned absence form to each of his/her teachers for their signatures and to return the completed form to the Assistant Principals' Office.
3. **Illness during the School Day:** If a student should become ill during the school day, he/she must obtain a pass from a classroom teacher to the Nurse's Office. Students should not contact parents directly but rather see the nurse for medical attention. Students who contact parents via cell phone during the school day are in violation of the electronic media policy and may receive consequences. The nurse will assess the student and contact the parent if it is determined that the student needs to go home. Students who violate this policy will be considered unexcused for all class periods missed.

D. TARDY PROCEDURES

In order to maximize instructional time, students are expected to arrive to all classes and study halls by the time the bell rings. Individual classroom teachers will be involved early in the intervention process so that they can be proactive in encouraging their students to be in class ready to work. Oversleeping, family errands, baby-sitting, missing the bus, or car trouble are considered unexcused by Illinois School Code. Students who are more than 10 minutes late will be marked unexcused absent from that class. The tardy policy for students arriving within the first 10 minutes of class is:

1. **First Tardy:** Warning by the teacher
2. **Second Tardy:** Intervention by the teacher to include a parent contact and completion of the tardy referral form by the teacher and the student. Students will meet with their teacher to sign Tardy Form and to identify causes and remedies for their tardiness.

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3. **Third Tardy:** A tardy referral form is sent to the Assistant Principals' Office and to the parent.
4. **Fourth Tardy:** A tardy referral form is sent to the Assistant Principals' Office and to the parent. The student is assigned a detention by the Assistant Principals' Office. The next tardy will result in the loss of the final exam exemption privilege.
5. **Fifth Tardy:** A tardy referral form is sent to the Assistant Principals' Office. The student will be assigned a 2-hour detention and will lose the final exam exemption privilege. A parent will also be contacted.
6. **Sixth Tardy:** A tardy referral form is sent to the Assistant Principals' Office and student will be assigned a four-hour Saturday detention. A parent will also be contacted.
7. **Seventh Tardy:** The student may be dropped from the class with a withdrawn failing (WF) grade. This WF grade will appear on the student's permanent transcript. The student may be assigned a study hall in lieu of the dropped class. (North Campus 10th hour early release would not be an option).

E. POLICY RELATED TO CHRONIC TRUANTS

Pursuant to Board Policy 5.03.3, the Assistant Principal or designee will make available supportive services and other resources to a student who has missed 5% or more of the previous 180 days, before such student is dropped from a class with a withdrawn failing (WF) grade.

F. POSITIVE INCENTIVES

Final Exam Exemption Policy

Student may qualify for the final exam exemption privilege if the following criteria are met:

1. Earn a grade of C- or better in the class they wish to exempt.
2. No unexcused absences in ANY class.
3. No more than four tardies in ANY class.
4. No disciplinary infractions that result in in-school or out-of-school suspension.

The student may choose to take the final exam in a class of their choice to try to raise the grade, but will not be penalized if the score on the final exam would lower his/her grade. Students will be required to earn a grade of C- or better in a course in order to be exempted from the final exam in that course. Students must have a parent or guardian sign and date the final exam exemption form notifying parents or guardians that their student will not be in school at the time of the assigned exam. **Final exam exemption forms will not be reprinted or replaced so please treat with care.** A student must be enrolled at LTHS prior to the 15th day of the semester to be considered for final exam exemption. (NOTE: 7th and 8th grade students are not eligible for final exam exemptions.)

Second Semester Senior – A senior in his/her last semester (or eighth semester, whichever occurs first) of full-time enrollment may be exempt from a final semester examination in a course proved he/she has met the above criteria as well as the following criteria:

1. has achieved a grade of B- or higher on the last day of regularly scheduled classes in that course.
2. has returned all of his/her rental textbook(s) for that course on or before the last day of regularly scheduled classes.

This exemption incentive may be applied to and may be taken for any and all courses in which the student is enrolled provided the student has met the criteria.

G. POLICIES FOR STUDENTS MAKING UP WORK WHEN ABSENT FROM CLASS

It is the student's responsibility to request information from their teachers about make up work upon their return to class when they have missed part or all of a class period(s).

1. Make up Work for Excused Absences

Students who have an excused absence are allowed to make up work and tests and receive credit. Assignments given before the days of absence will be due upon the student's return to class. Students will have 2 days for every one day of excused absence to make-up missed work. Students should arrange with teachers the times to make up missed tests. If a test date was announced before the day of the student's absence, the student should be prepared to take the test upon his/her return to school. Teachers have the right to modify their make up policies to meet individual needs and circumstances.

2. Make up Work for Unexcused Absences

Students will not receive credit for work for the days when their absence from class was due to an unexcused absence. Assignments collected and tests taken on days of unexcused absences will receive a grade of zero.

3. Make up Work for Students in In-School Suspension

Students assigned to In-School Suspension will have the right to make up tests and assignments missed while serving In-School Suspensions.

4. Make up Work for Students Suspended Out-of-School

Students have a right to make up work missed while suspended out-of-school. It is the responsibility of the student to contact their teachers to get missed assignments and arrange for any make-up tests. Students will have 1 day for every day they were suspended out-of-school to make-up missed work.

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II. DISCIPLINE

A. PHILOSOPHY STATEMENT

The Lyons Township High School District #204 will provide an environment where teachers can teach and students can learn. It is expected that co-curricular programs will have the same environments. To achieve this environment, expectations of behavior and conduct shall be established which govern the entire school operation, classrooms and instructional areas, co-curricular groups and activities, and school facilities. Expectations of behavior shall be established, keeping in mind, that proper behavior is part of learning and development. Expectations will be accompanied with consequences that are appropriate for the lack of meeting the expectations. Consequences shall be applied fairly regardless of race, creed, sex, national origin, or social standing. The LTHS District #204 established discipline policies and procedures to assure the maintenance of the proper environment and to make all members of the LT community aware of the expectations and consequences.

B. BEHAVIORAL INTERVENTION POLICY FOR STUDENTS WITH DISABILITIES

The use of positive behavioral interventions with students with disabilities will be given the highest priority in District #204. When behavioral interventions are used, they will be used in consideration of the child's physical freedom and social interaction and be administered in a manner that respects human dignity and ensures a pupil's right to placement in the least restrictive environment. The most effective and humane manner of reducing an undesirable behavior is by developing, strengthening, or generalizing desirable behaviors to compete with and displace the unwanted behavior. Behavior leading to repeated use of a more restrictive intervention, suspension, or a pattern of behavior which interferes significantly with the student's learning will result in the development of a written behavior management plan through the IEP process. The development of a behavior management plan will be accompanied by careful planning and monitoring of the intervention procedures and systematic evaluation of outcomes through the IEP team process. Students will be informed annually of the existence of the policy in the District Student Handbook.

C. RIGHTS AND RESPONSIBILITIES OF STUDENTS, PARENTS AND TEACHERS

STUDENT RESPONSIBILITIES

Academics

- Do your best to achieve excellence in personal conduct and academics
- Improve your performance upon notice of unsatisfactory progress
- Contribute to a good learning climate
- Make every effort to graduate on time
- Be punctual and attend every class

Citizenship

- Respect the rights of fellow students, school personnel, and others, while setting a good example
- Be honest and courteous
- Know and follow school rules and procedures
- Seek assistance from school personnel to prevent or resolve conflicts
- Be a good friend: If someone tells you something that worries you, ACT: Acknowledge their feelings, express your Concern, and Tell an adult
- Report incidents or activities that may threaten or disrupt the school environment
- Do not take or damage property of other students, school personnel or Lyons Township High School
- Have pride in your school
- Return in the best condition possible any books, equipment, and other school materials
- Return all found property to the Lost and Found or to the school's main office

Dress and Grooming

- Observe basic standards of cleanliness, modesty, and good grooming
- Dress in a manner that is neither disruptive to the educational program nor poses a safety hazard

Extracurricular Activities

- Behave in an exemplary manner (misconduct at school-sponsored events is subject to code sanctions)
- Show good sportsmanship (students or teams violating the ethics of competition or principles of good sportsmanship during a sporting event may be subject to appropriate disciplinary action that can include barring from future participation as spectators or participants or both; details can be found in the constitution and bylaws of the Board of Athletic Control)

STUDENT RIGHTS

A Free and Appropriate Public School Education

- Graded on their academic performance
- Given explanation of the basis for any grades received
- Allowed to make up class work after an excused absence

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Equal Treatment in All Aspects of the Education System

- Due process in the matters of attendance & discipline
- Privacy in personal possessions (subject to school officials' right to conduct searches when they are reasonable)

Free and Appropriate Counseling Services

- Information about guidance services and co-curricular activities
- Help for an alcohol, health, or drug-related problem

PARENT RESPONSIBILITIES

- To support the efforts of his/her students effort to achieve excellence in academics and personal conduct
- Plan the time and place for homework assignments and provide necessary supervision
- Assume responsibility for your child's prompt and regular compliance with attendance rules and procedures
- Reinforce respect for the teacher in the classroom
- Instill in the student respect for the law, including the rights of others
- Talk with your student about school activities and expected behavior
- Call in any student absence to the 24-hour attendance line by 9am on the day your student is absent.
- In the best interest of the student, work with the school on disciplinary matters
- Attend all requested conferences
- Present to school officials your case/cause in a calm, reasoned manner

PARENT RIGHTS

- Receive information concerning the complete program offered in the school
- Receive regular official reports of the student's academic progress
- Receive an explanation of the basis for any grade given by the teacher
- Right to have conference with teachers and/or administrators
- Exercise the right to appeal, when appropriate

TEACHER RESPONSIBILITIES

- Demonstrate by attitude and actions genuine concern and respect for each student
- Use professional ethics in relationships with students, parents, community, and other school personnel
- Know and enforce school rules courteously, fairly, and deal with misconduct quickly, and impartially
- Be sensitive to the behavior of each student, and work with other personnel
- Inform parents about the academic progress and conduct of their children, using established district criteria
- Attend conferences when requested

TEACHER RIGHTS

- Have guarantees as cited in the Agreement between the LTHS Board of Education and the LTHS Faculty Association
- Be present at any disciplinary conference concerning serious classroom disruption

D. DISCIPLINARY CONSEQUENCES

When violations of school rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline.

When determining the response for a specific violation of discipline, school personnel will consider the nature of the act, the student's previous school history, the student's previous disciplinary record, his or her age and maturation, the impact on the educational objectives for the students, any mitigating circumstances, and the effect of his or her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the following:

1. **Conference** with student and/or parent may be required. School District personnel, e.g., teachers, counselors and Assistant Principals, may participate in the conference at the discretion of the administration.
2. **Detention**-(ASD)-assigned compulsory school attendance when school is not in session. Failure to attend and/or take schoolwork to an assigned detention will result in further disciplinary action.
3. **Extended day detention(EDD)**- assigned compulsory school attendance when school is not in session for up to three hours. Failure to attend and/or take schoolwork to an assigned detention will result in further disciplinary action.
4. **Saturday detention-(SAT D)**-assigned compulsory school attendance on Saturday for minimum of one hour and maximum of four hours. Failure to attend and/or take schoolwork to assigned Saturday detention may result in suspension.
5. **In-School Suspension**-(ISS)-assigned compulsory school attendance when school is in session. Students may be assigned In-School Suspension for infractions of school rules or while waiting for the finalizing of expulsion procedures. Students are required to take schoolwork to the In-School Suspension Room and follow the governing rules. Full credit will be received for completed work. Failure to follow the In-School Suspension rules may result in an Out-of-School Suspension. Student will lose final exam exemption privilege.
6. **A contract** may be created to address specific problematic behaviors, to include consequences if the contract is violated.

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7. **Removal from class**--students who refuse to cooperate with classroom teachers by disrupting other students may be removed from that classroom for other students' welfare. Students permanently removed from class for disciplinary reasons will be dropped from the class and receive a grade of "WF."

8. **Out-of-School Suspension-(OSS)**--exclusion from school for up to ten school days by a Principal, Associate Principal, or Assistant Principal for each act of misconduct.

a) Suspended students **may not participate in any extra-curricular activities** or after school events (either home or away). If the suspension occurs on and or includes a Friday, this rule applies to the weekend also. These activities include all athletic practices and events, dances, plays, musicals, concerts, club meetings, and any other school sponsored activity. A suspension officially ends upon the student's first day of return to school. Student will lose final exam exemption privilege.

b) Suspended students may not be on grounds of either campus. **FAILURE TO COMPLY may result in ARREST OR EXPULSION.**

9. **Probation**--return of a student on a trial basis according to prearranged terms and conditions.

10. **Expulsion**--formal action of Board of Education for school exclusion for up to two calendar years, occurring after a due process hearing at which time student may be represented by his/her attorney.

Note: Local authorities will be contacted when deemed necessary.

III. BEHAVIOR EXPECTATIONS

A. STUDENTS MAY EXPECT:

- **The right** to be treated with dignity.
- **The opportunity** to understand and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators and faculty and to respect the right and individuality of others.
- **The responsibility** not to affront public morality or to disrupt the educational process.

B. LOCATION OF STUDENT MISCONDUCT

Student may be disciplined for acts of gross disobedience or misconduct occurring off-campus and/or outside of school hours in the same manner they are otherwise subject to discipline for acts which violate School District policies and or procedures when the off-campus acts could:

1. Affect the school climate or atmosphere
2. Affect the peace, health, safety, or welfare of student, teachers, or other personnel
3. Disrupt or interfere with school or school activities.

C. VIOLATION OF REGULATIONS

Actions, which will subject a student to discipline, include but are not limited to the following:

1. **Aiding and Abetting** – Any student who aids or abets another student in the commission of a crime or violation of a school rule will be consequence accordingly and this may lead to arrest and/or recommendation for expulsion.
2. **Arson**/possessing any fire-starting/explosive materials, including but not limited to fireworks and smoke bombs.
3. **Behaviors** that are inappropriate and which provide a material and substantial disruption to the educational process and/or provide a true or false threat. **BLATANT, DISRESPECTFUL STUDENT BEHAVIOR** directed toward any L.T.H.S. employee or student will not be tolerated.
4. **Threats to Safety, Bomb Threats**, false fire alarm or threat, false 911 calls, and/or any false or true threat aimed at school safety or security.
5. **Bullying/Harassment**--bullying other students verbally or physically will not be tolerated. Bullying is a conscious, willful, deliberate activity intended to harm where the perpetrator(s) get pleasure from the targeted person's pain/and or misery. It can be verbal, physical, and/or relational; have as its overlay race, ethnicity, religion, gender (including sexual orientation), physical, or mental ability; includes all forms of hazing and cyberbullying. It can be and often is continuous and repeated over time, but does not have to be. Once is enough to constitute bullying.

Reporting procedures:

- a. R.O.A.R. against bullies (**Reach Out And Report**) tell a staff member-teacher, counselor, coach/sponsor, assistant principal, student assistant.
- b. Tell your parents.
- c. Use Speak Up line (708-588-7326) or speakupline@lths.net.
E-mail address: kdostal@lths.net, or kcstopoulos@lths.net or adavis@lths.net or bmahoney@lths.net

Remember to include: Your first and last name & a description of your bullying issue

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d. Keep a written record of all bullying instances. Be sure to include the date, time and specifics. A full investigation will be conducted when bullying is reported to an assistant principal. Consequences may include but are not limited to: parent notification, counselor involvement, detentions, and in-school or out of school suspension.

6. Bus Misconduct School buses are considered school property; therefore, school rules governing student conduct apply to buses (and other such vehicles, i.e., vans, cars, etc.) used in daily transportation, field trips, or sporting events. The bus route number on the face of the ID card must match the route number of the vehicle being boarded. Under no circumstances are students to ride a bus other than the one assigned. As agents of LTHS, bus drivers have authority to enforce school's discipline policies. Adherence to the following bus rules is mandatory.

- a. Carry and show a valid current school LTHS ID whenever riding the bus.
- b. Remain seated while the bus is in motion.
- c. Windows may not be lowered further than the black line. Nothing is to protrude outside of the windows.
- d. Do not open any emergency exit without authorization.
- e. Smoking, possessing or using intoxicants is prohibited.
- f. Exhibiting loud, boisterous behavior, which is any speech/action that brings about verbal or physical abuse, insult, distraction to any person whether inside/outside bus is prohibited.
- g. Nothing is to be thrown while inside the bus.
- h. Cooperate with the driver. S/he is in charge.

Disciplinary actions for unacceptable bus behavior range from detention to suspension of bus riding privileges. Students may be suspended from the bus (or other transportation) in excess of 10 days for safety reasons and suspension and/or expulsion from school.

7. Cheating; plagiarism

a. Cheating is an attempt through fraud or collusion to gain unfair advantage for a student which undermines learning, the primary focus of our school. Cheating always involves the loss of academic integrity and inhibits the student's opportunity to learn. Therefore, any student involved in cheating will be subject to corrective action.

b. Plagiarism is the act of taking, in part or in whole, someone else's original ideas without appropriately crediting the source and presenting them as one's own. The ideas may be presented in written, visual, auditory, computational, electronic, or other forms. Plagiarism, like other kinds of cheating, sacrifices academic integrity. Students who plagiarize will be subject to not only corrective action, but also possible legal consequences.

c. Due Process: All divisions will follow the Disciplinary Procedures Relating to Cheating and Plagiarism in the Student Handbook. At any stage of this process (First, Second, or Third Offense), the student may also be disciplined for other misconduct (i.e. impersonation, theft, etc.) which includes suspension and/or recommendation for expulsion at the discretion of the administration. If, during the process of setting up a conference to remediate the behavior, a teacher finds another instance of plagiarism prior to the completion of the steps outlined in the policy, the student will be subject to the consequence of the next offense as well.

First Offense: On the first offense, the teacher, division chair, student, and parent will confer about the incident. At the conclusion of the conference, a written summary of the conference will be forwarded to the counselor, student file, and parent by the division chair. The student will receive a failing grade for the work assigned. At the conference, successive attempts at remediation will be outlined if the student continues to violate the school's policy.

Second Offense: A conference is held with the counselor, division chair, teacher, student and parent. A written summary of the conference will be forwarded to the counselor, student file, Assistant Principal and parent by the division chair. The student will receive no credit for the assignment, but will be required to complete the assigned work in an acceptable manner. Failure to complete the assignment will be reviewed by the division chair and may result in withdrawal from the class with a failing grade.

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Third or Subsequent Offense: On the third or any subsequent offense, a conference will be held with the counselor, division chair, teacher, student, parent, and Assistant Principal. At this point, the student will be instructed that he/she will be withdrawn from the class with a failing grade.

d. EXAMPLES – Cheating and plagiarism can be observed or detected through, but not limited to, the following behaviors:

- *copying homework (whether you give it to someone else or you receive it from someone else)
- *looking on another's test or quiz
- *letting another student look on a test or quiz
- *using other methods of getting or giving answers on a test or quiz (including accessing the internet or other electronic devices)
- *working with others on any assignment that was meant to be done by individuals
- *taking papers in part or in whole from the Internet, other publications, or other students
- *taking information from another source that is not properly attributed
- *taking any part of a test to use or to give to others
- *taking material from the teacher without permission

The teacher may use computer software to determine the extent of plagiarism on any assignment.

- 8. Derogatory language, symbols or activities intended to offend or harass. They may include but are not limited to racial and ethnic slurs/expressions.**
- 9. Deceiving/not cooperating with school officials.**
- 10. Displays of affection**
- 11. Drugs and Alcohol (Controlled Substance Policy)** – Possession, delivery, solicitation, use or sale and being under the influence of alcoholic beverages, behavior-affecting drugs, controlled substances, “look-alike” drugs, intoxicating compounds, synthetic marijuana, or drug paraphernalia on school property, while attending or en route to school or school sponsored activities are strictly prohibited. Violations are cumulative during a student's enrollment at Lyons Township. Local police will be advised of the incident.

Definitions

Possession is defined as having on one's person or having control, e.g., having alcohol or drugs in school locker, in vehicle or in another place to which the individual has access. Behavior-affecting drugs are defined as controlled substances and substances legally obtained, e.g., glue, but improperly used to alter a person's mood, perceptions, or behavior.

Controlled substances are defined as illegal and legal drugs used in a manner different from what was prescribed. Sale or distribution is defined as a student selling, distributing or in possession of substance (alcoholic beverages, behavior-affecting drugs, controlled-substances or “look-alike” drugs) in amounts other than for personal use, will be suspended out-of-school immediately and recommended for expulsion.

BREATHALYZERS –

Underage drinking is illegal. Coming to school under the influence is not only illegal, it violates our student policy, our athletic/activities code, and is not exercising good judgment. If a student is suspected of being under the influence, he or she may be asked to breathe into the Breathalyzer. If the Breathalyzer should show that a student has been drinking alcohol, we will call the parent to inform them and the student may be turned over to the local police. The school's drug and alcohol policy will be enforced. Should a student refuse to take a Breathalyzer, the school administration will also call the parent to inform them and may turn the student over to the police. Our policy states that students who refuse to take the Breathalyzer will be assumed to be under the influence and receive consequences accordingly. Again, the school's drug and alcohol policy will be enforced.

First offense other than sale or distribution

- a. Parent notified; student suspended out-of-school for ten (10) school days.
- b. Student will be referred to the local police agency.
- c. At the discretion of the administration, and at parents' expense, the student may be recommended for an assessment and participate, in a district approved Alternative to Suspension program. If student successfully completes the assessment and recommended program, and expulsion is not recommended, out-of-school suspension shall be reduced to five (5) school days. Parents and student must notify LTHS within 48 hours of enrollment in a district approved Alternative to Suspension program. Failure to complete this program

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will result in a reinstatement of the original 10 day out of school suspension. Student may be recommended for expulsion depending on the specific facts of the incident and the student's prior discipline record and school history.

Second offense other than sale or distribution

- a. Parent immediately notified.
- b. Student suspended out-of-school for ten (10) school days.
- c. Student will be referred to the local police agency.
- d. Expulsion may be recommended; such proceedings may be abated, at the discretion of the administration, if student enrolls and participates in approved treatment program at parent expense.

Sale or distribution - Students selling, distributing or possessing any substance in an amount other than for personal use will be suspended out-of-school immediately and recommended for expulsion.

- a. Parent immediately notified.
- b. Suspension out-of-school for ten (10 school days).
- c. Student will be referred to the local police agency.
- d. Expulsion recommended.

12. Electronic device policy-possession and/or use of personal electronic devices including but not limited to cellular/smart phones, headphones, music players, recording devices, laptops, iPads, iPods, slate/tablet PC's, etc. Use or visibility of this media is strictly prohibited from first through tenth periods of every school day. Any violation of this policy will have a cumulative effect.

First Offense – Electronic device will be confiscated for the day and held in the office for the remainder of the school day.

Second Offense – The second offense will be considered an act of insubordination and held until a parent or guardian personally picks up the phone.

Third Offense – Student will forfeit the right to bring an electronic device to school and a Saturday detention will be assigned. Students persisting in bringing an electronic device to school for their use while school is in session will be further disciplined for insubordination. Parent pick-up of the electronic device will be required.

Refusal to surrender device may result in an out-of-school suspension.

13. Extortion

14. Failure to follow schedule

15. Failure to report to an LTHS employee a known act of misconduct which violates any policy or procedure of the School District that has been committed or threatened by another student

16. Failure to report to detention or follow detention/ISS rules

17. Forgery/Impersonation Students are expected to turn in all documents with authentic information and signatures on them. Any student falsifying a signature or information on a document or knowingly turning in a document with false information or signatures is guilty of forgery. A list, although not inclusive, of possible documents where forgery may occur are: Field Trip cards, Credit/No Credit form, Hall Passes, Athletic Physical forms, Medical Notes, Outside Guest Dance forms, Pre-Approved Absence forms, Parent Permission forms, Exam Exemption forms, Level Change forms, Add/Drop forms. Impersonation includes representing a parent when in contact with the school (attendance and otherwise). Consequences vary from loss of participation to suspension from school.

18. Fundraising or Solicitation- Selling or purchasing of any kind for non-school organizations is prohibited by law and by the Board of Education. Handbills are not to be distributed unless approved by the building Administration.

19. Gambling

20. Gang/non-sanctioned organizations- Affiliations with street gangs and non-school sanctioned organizations, which may disrupt the educational process and climate, are expressly prohibited. Affiliations and/or possession of **ANY** of the following are subject to out-of school suspension and/or expulsion.

- a. Signs, handshakes, graffiti, written symbols, items, behaviors, etc.
- b. Gatherings
- c. Recruitment

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- d. Representation (made of dress, jewelry, tattoos)
1st Offense – Warning, parent notified, Discipline Contract signed, other discipline as appropriate, which may include out-of-school suspension and recommendation for expulsion.
2nd Offense – 10-day out-of-school suspension and recommendation for expulsion from school.
21. **Gross disrespect to students or staff.**
22. **Hazing-** Any act directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club or athletic team, or participation in any initiation ritual is strictly prohibited.
23. **ID Policy- Students at all times during the school day and at all school activities must carry a student ID card.** A student ID card must be presented when requested by any staff member at any time, including when students board school buses, use computer labs, check out materials from the library, attend school events, and take standardized tests. Students not in possession of a student ID card will be denied admission to buses or school activities, and will receive consequences for not being in possession of proper identification. **Refusal to produce a student ID card or identify yourself immediately when requested will be considered gross insubordination and will result in disciplinary action.**
24. **Inappropriate behavior**
25. **Injurious behavior to persons or property-** For example throwing snowballs, skateboarding, etc.
26. **Inciting mob action**
27. **Insubordination (Duty to Obey:** Every student is expected to immediately comply with any reasonable request given by a member of the school staff, including the School Resource Officer, or by any adult selected to assist a staff member. Failure to so comply will be treated as insubordination. A parent or student has the right to appeal the order before consequences for insubordination are levied. Such appeal should be made with the assistant principal.)
28. **Intent to do bodily harm**
29. **Intimidation and retaliation**
30. **Locker abuse-** Students are required to:
•Maintain, retain, and use same locker all year. (SHARING lockers or combinations is unacceptable.)
•Accept school's right to search all lockers without notice or consent.
•Report problems to Assistant Principals' office.
31. **Off-campus without permission-** Upon arrival, students are required to remain until departure. Students who leave without permission or who chronically violate this regulation are subject to the following:
First offense – 2 hour Saturday detention; parent contact
Second offense – 4 hour Saturday detention; parent contact
Third offense – 1-day out-of-school suspension
Fourth offense – 3-day out-of-school suspension
Fifth offense – 5-day out-of-school suspension
Sixth offense – 7-day out-of-school suspension and behavior contract
Seventh offense – 10-day out-of-school suspension; expulsion recommended
32. **Physical Assault-** The safety of all students and staff is a primary concern of the school as such; a physical assault is defined as a physical attack by one person upon another.
First offense – up to 10 day out-of-school suspension or expulsion recommendation.
Second offense – 10 day out-of-school suspension and expulsion may be recommended
33. **Physical Confrontation-** Use of physical means to resolve disputes will not be tolerated. Use of physical force will be subject to discipline unless the student who used physical force did so in reasonable self-defense.
First offense – 5 to 10 day out-of-school suspension or expulsion recommendation. If the administration determines it is appropriate, student may reduce the length of the suspension by completing the district approved Alternative to Suspension Program.
Second offense – 10 day out-of-school suspension and expulsion may be recommended
- LTHS will provide information to the victim to facilitate filing appropriate criminal charges. LTHS will cooperate with authorities investigating and prosecuting charges.

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34. **Pornography**-Possession, distribution, and/or the attempt to obtain pornography is prohibited. Any student found in violation of this policy shall be subject to disciplinary action.

35. **Possession of stolen property**

36. **Profanity/Inappropriate language**

37. **Refusal to identify self to district personnel /failure to carry school identification**

38. **Sexual Harassment**

Sexual Harassment of Students by Employees

It is the policy of the Board to provide for its students a learning environment free from sexual advances, requests for sexual favors, demeaning or insulting sexual remarks or conduct, and other verbal or physical conduct or communications constituting sexual harassment.

Definitions

The determination of what constitutes sexual harassment will vary with the circumstances. It may include sexually motivated physical conduct, contact or threats or other verbal or physical conduct or communication of a sexual nature; direct sexual propositions; subtle pressure for sexual activity; a pattern of sexually explicit statements, questions, jokes or anecdotes; offensive personal remarks of a sexual nature; or generally unwelcome sexual advances or requests for sexual favors when submission to that conduct or communication is made a condition, explicit or implicit, of obtaining equal education benefits; or submission to or rejection of that conduct or communication is used as a factor in decisions affecting the student's education; or the purpose or effect of the conduct or communication is to unreasonably interfere with the student's education or to create an intimidating, hostile or offensive education environment.

Violations

It shall be a violation of this policy for an employee to abuse a student through any sexually harassing conduct or communications whether such behavior occurs on school grounds, at school sponsored events, on the school bus, or on the way to or from school. Also, an employee who takes any form of reprisal against any student who has rejected or reported sexual harassment shall have violated this policy. It also shall be a violation of this policy for any supervisory or administrative staff member to fail to take action consistent with this policy on allegations of sexual harassment or to fail to take immediate corrective action in the event misconduct has occurred.

Procedures

1. Complaints:

- a. Students are encouraged to directly tell the alleged harasser to stop his/her offensive behavior.
- b. Students who feel they have been sexually harassed may report problems or complaints to any teacher, counselor, or administrator who shall immediately report the matter to the affected student's principal.

Any school personnel who believe a violation of this policy may have occurred shall immediately report the matter to the affected student's principal for review and investigation

2. Time Limits- Students and school personnel are encouraged to report complaints as soon as possible after an occurrence while facts are known and potential witnesses are available. This will facilitate a prompt and effective investigation. An investigation will ordinarily not be initiated if a complaint is made more than 180 calendar days after an alleged occurrence.

3. Administrative Action- An administrator who receives a report of an alleged violation of this policy shall inform the student of his or her rights under this policy, and of options available for further action.

Upon receiving a report of a possible violation of this policy, if the Principal determines an administrative investigation is necessary, it shall be done promptly to determine whether the alleged violation has occurred. The investigation shall include review of any relevant evidence and interviews with the student, the alleged offender, and any person believed to have pertinent knowledge. The accused shall have a full opportunity to tell his/her side of the story.

Sexual Harassment of Students by Students

It is the policy of the Board to provide for its students a learning environment free from sexual advances, requests for sexual favors, demeaning or insulting sexual remarks or conduct, and other verbal or physical conduct or

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communications constituting sexual harassment. Sexual harassment of students by other students subverts the educational mission of the District, threatens the personal well-being of students, and will not be tolerated by the District.

Definitions

The determination of what constitutes sexual harassment will vary with the circumstances. It may include physical assault; physical contact; threats; direct sexual propositions; subtle pressure for sexual activity; a pattern of sexually explicit statements, questions, jokes, or anecdotes; offensive personal remarks of a sexual nature, when such conduct has the purpose or effect of unreasonably interfering with a student's learning or education, or creating a hostile learning or educational environment.

Violations

It shall be a violation of this policy for any student to abuse another student through any sexually harassing conduct or communications whether such behavior occurs on school grounds, at school sponsored events, on the school bus, or on the way to or from school. Also, a student who takes any form of reprisal against any student who has rejected or reported sexual harassment shall have violated this policy.

Procedures

1. Complaints

- a. Students are encouraged to directly tell the alleged harasser to stop his/her offensive behavior.
- b. Students who feel they have been sexually harassed may report problems or complaints to any teacher, counselor, or administrator who shall immediately report the matter to the affected student's Assistant Principal.

Any school personnel who believe a violation of this policy may have occurred shall immediately report the matter to the affected student's Assistant Principal for review and investigation.

2. **Time Limits-** The student should raise questions or complaints about sexual harassment as soon as possible while facts are known and potential witnesses are available, preferably within seven (7) days of the harassment. School personnel must report infractions to the Assistant Principal within two (2) days after they have cause to believe that this policy may have been violated.

3. **Administrative Action-** Upon receiving a complaint or report of a possible violation of this policy, if the Assistant Principal determines that an administrative investigation is necessary, it shall be done promptly to determine whether the alleged violation has occurred. The investigation may include review of any relevant evidence and interviews with the student, the alleged offender, and any person believed to have pertinent knowledge. The accused shall have a full opportunity to tell his/her side of the story. The Assistant Principal may decide to refer the parties for counseling or mediation to resolve problems of alleged sexual harassment. The Assistant Principal shall take steps to maintain the confidentiality of the investigation.

4. **Penalties-** If after considering all the evidence, the Assistant Principal determines that there has been a violation of this policy; the following penalties will be instituted.

- a. **First Offense**- First time violator(s) of this policy will be suspended from school for a period of up to five (5) days, a parent conference will be held, and the student will be placed on a behavior contract, except where aggravated circumstances establish gross misconduct.
- b. **Subsequent Offenses**- A second violation may constitute gross misconduct or gross insubordination. Students may be subject to expulsion in accordance with District policy.

5. **Policy of Non-Retaliation-** A student's good faith action in reporting a complaint, reporting evidence, or giving testimony of sexual harassment will not adversely affect the student's education, grades, curriculum or record. However, a student or witness found to have been intentionally dishonest or malicious in making allegations or testifying shall be subject to discipline. Throughout the complaint process, every effort will be made to protect the complainant and witnesses from reprisals and to protect the alleged offender from irresponsible complaints.

Sexual Harassment of Employees by Students

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It is the policy of the Board to provide a working environment free from sexual advances, requests of sexual favors, demeaning or insulting sexual remarks or conduct, and other verbal or physical conduct or communications constituting sexual harassment.

Definitions

The determination of what constitutes sexual harassment will vary with the circumstances. It may include physical assault; physical contact; threats; direct sexual propositions; subtle pressure for sexual activity; a pattern of sexually explicit statements, questions, jokes, or anecdotes; offensive personal remarks of a sexual nature, when such conduct has the purpose or effect of unreasonably interfering with an employee's work environment or creating a hostile learning or educational environment.

Violations

It shall be a violation of this policy for any student to abuse an employee through any sexually harassing conduct or communications whether such behavior occurs on school grounds, at school sponsored events, on the school bus, or on the way to or from school.

Procedures

1. Complaints

- a. Employees are encouraged to directly tell the alleged harasser to stop his/her offensive behavior.
- b. Employees who feel they have been sexually harassed may report problems or complaints to the student's Assistant Principal.

2. Time Limits- The employee should raise questions or complaints about sexual harassment as soon as possible while facts are known and potential witnesses are available, preferable within seven (7) days of the harassment.

3. Administrative Action- Upon receiving a complaint or report of a possible violation of this policy, if the Assistant Principal determines that an administrative investigation is necessary, it shall be done promptly to determine whether the alleged violation has occurred. The investigation may include review of any relevant evidence and interviews with the student, the alleged offender, and any person believed to have pertinent knowledge. The accused shall have a full opportunity to tell his/her side of the story. The Assistant Principal may decide to refer the parties for counseling or mediation to resolve problems of alleged sexual harassment.

The Assistant Principal shall take steps to maintain the confidentiality of the investigation.

4. Penalties- If after considering all the evidence, the Assistant Principal determines that there has been a violation of this policy; the following penalties will be instituted.

- a. **First Offense**- First time violator(s) of this policy will be suspended from school for a period of up to five (5) days, a parent conference will be held, and the student will be placed on a behavior contract, except where aggravated circumstances establish gross misconduct.
- b. **Subsequent Offenses**-A second violation may constitute gross misconduct or gross insubordination. Students may be subject to expulsion in accordance with District policy.

39. Violence and Harassment- It is the policy of the Board of Education of Lyons Township High School, Cook County High School District 204, to maintain an orderly and appropriate learning and working environment where safety prevails. To these ends, the Board of Education of District 204 attempts to ensure students, teachers, administrators, school personnel and third parties, regardless of race, religion, gender, or sexual orientation, are respected and not subjected to violence, threats, harassment, intimidation, demeaning verbal abuse, or otherwise confrontational or inappropriate behaviors that disrupt the school's educational atmosphere.

Definitions

For purposes of this policy, the following definitions apply:

"School personnel" includes all employees, teachers, administrators, school board members, agents, volunteers, chaperones, contractors, and other persons subject to the supervision and control of the District.

"Students" includes District 204 students as well as students from other districts who are present on school grounds, at a school-sponsored activity, or at any activity that bears a reasonable relationship to school.

"Third parties" include persons, other than school personnel and students, who are on school grounds, at a school-sponsored activity, or at any activity that bears a reasonable relationship to school. Third parties may include parents.

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Prohibited Conduct

District 204 prohibits school personnel, students, and third parties from engaging in any of the following conduct:

- Any and all harassment, including, but not limited to, racial, religious, and/or sexual harassment;
- Violence and/or threats of violence;
- Intimidation;
- Cyber bullying;
- Demeaning verbal abuse; and/or
- Inappropriate confrontational behavior

Reporting

Any person who believes he or she has been the victim of prohibited conduct as defined in this policy (i.e., harassment, violence or threats of violence, intimidation, demeaning verbal abuse and/or inappropriate confrontational behavior by school personnel, students or third parties) should report the conduct immediately to the campus Assistant Principal. If the Assistant Principal is the alleged perpetrator, the report should be made to the campus Associate Principal. Any person with knowledge or belief of conduct which may constitute prohibited conduct is required to report the conduct immediately to the campus Assistant Principal, or if the Assistant Principal is the alleged perpetrator, to the campus Associate Principal. Any school personnel or student who fails to report prohibited conduct may be subject to disciplinary action. The District encourages reporting parties to use the report form available in all administrative offices on both campuses, but oral reports shall be considered complaints as well. The investigation will be conducted in a manner that protects the confidentiality of those involved to the greatest extent possible, consistent with the District's obligation to investigate, take appropriate actions, and comply with any discovery or disclosure obligations. School personnel involved in an investigation are expected to refrain from discussing it with others.

The Superintendent shall be informed of every complaint or report made pursuant to this policy.

Investigation

Upon receipt of a report of complaint alleging prohibited conduct, District 204 shall promptly investigate all allegations. The investigation may be conducted by district officials or third parties designed by the District. Concurrent with the investigation, the District may take immediate action to protect the complainant, students, school personnel and/or third parties.

Corrective Action

District 204 shall take appropriate disciplinary action against school personnel, students, and third parties found to have violated this policy. Disciplinary action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. District action for violations of this policy shall be consistent with applicable Board of Education policies, collective bargaining agreements, and Illinois federal law. District 204 shall immediately report potential criminal activity to appropriate law enforcement personnel, and may file a criminal complaint against any person violating this policy. In addition, District 204 may initiate a civil action against any person violating this policy.

Retaliation

District 204 prohibits retaliation against a person because the person has opposed what he or she believes in good faith to be prohibited conduct, or because he or she has made a report, filed a complaint, testified, assisted or participated in an investigation, proceeding or hearing regarding prohibited conduct. Retaliation includes any form of intimidation, reprisal or harassment. Any person engaging in retaliatory conduct shall be subject to disciplinary action, up to and including discharge, suspension/expulsion, and/or exclusion.

Annual Reviews and Updating

District 204 shall review this policy annually in order to ensure it is consistent with the current Board of Education policies, collective bargaining agreements within the District, and Illinois and federal law, and in an effort to continue to ensure no school personnel, students or third parties are subjected to harassment, violence or threats of violence, intimidation, demeaning verbal abuse and/or inappropriate confrontational behavior.

40. Tardy to class (see page 3)

41. Theft; Robbery

42. Tobacco Policy- It is against school rules to be in possession of or use any tobacco products (cigarettes, loose tobacco, chewing tobacco) or paraphernalia (lighters, matches, and rolling papers), regardless of the

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age of the student, on school grounds, on property adjacent to the school, or at any school function. Tobacco products and paraphernalia will be confiscated from students and not returned to them. The consequences of violating this rule are:

1st offense: 4-hour Saturday detention and parent contact

2nd offense: 1-day out-of-school suspension and behavior contract

3rd offense: 3-day out-of-school suspension

4th offense: 5-day out-of-school suspension

5th offense: 10-day out-of-school suspension and recommendation for expulsion.

In addition, the village ordinances for Western Springs and LaGrange requiring a fine for minors, under the age of 18, who are seen smoking, or who have tobacco in their possession, will be strictly enforced

43. Vandalism, damage to school property – in addition to disciplinary consequences students will be required to reimburse the District for repair and/or replacement costs, including labor and materials. Student may be referred to the local police agency.

44. Verbal Confrontation

45. Weapons Policy - possession/use/delivery/distribution/sale of weapons to include any firearm, include air or spring gun, knife, fireworks, ammunition, explosives, martial arts weapons or destructive devices, or any look-alike for any variety of weapons or other devices defined by the criminal code is strictly prohibited and will be cause for a 10-day out-of-school suspension from school and recommendation for expulsion from school. The police department will be notified. The following weapon violations may result in up to a two (2) calendar year expulsion, except that the expulsion period may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board of Education on a case by case basis.

- a. Possession, use, control, or transfer of any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code.
- b. Any other object if used or attempted to be used to cause bodily harm
- c. "Look alikes" of any weapon as defined in this Section.

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Technology Guidelines

Level	<u>Examples of Violations of the Network Access Agreement Form</u>	Potential Consequences
Level I	Non-destructive violations of the Technology Contract (e.g., chewing gum, consuming food/drink in labs near equipment, playing music loudly, playing games, accessing social media sites and personal email except before and after school, failure to “scan in” at the Attendance station in the Discovery Centers or Libraries, using telephones, disruptive behavior in the labs).	First offense – handled within the classroom/lab. Repeated offenses will receive a student misconduct.
Level II	Repeat of a Level I violation. Using another student’s ID to access the Discovery Center or Library. Wasteful use of resources (e.g. excessive printing, loading or maintaining excessive non-educational files on network, streaming media not related to academic activities, etc.) Messaging. (e.g. texting, social blogs, chat rooms) Tampering with equipment or settings. Utilizing any computer or equipment other than that provided by LT without explicit written authorization from the Director of Technology, or his designees. Bypassing or attempting to bypass the District’s Internet and/or email protective filters/firewalls.)	Loss of tech privileges for two weeks and/or additional discipline determined by the Assistant Principal.
Level III	Repeat of a Level II violation. Accessing the network, applications and/or online services with another user’s ID and /or password. Accessing another user’s electronic folders and/or files. Producing and/or accessing files, applications and/or online services that are obscene, profane, drug or gang related, or otherwise inappropriate in violation of the Child Internet Protection Act. Accessing, copying and/or transferring system files. Copying commercial software and/or another user’s file(s). Utilizing any sort of technological means to bully, intimidate and/or harass others.	Loss of tech privileges for four weeks and/or additional discipline determined by the Assistant Principal.
Level IV	Repeat of a Level III violation. Altering and/or distributing system files. Malicious destruction of equipment or software. Stealing equipment or software. Illegal activity.	Loss of tech privileges for at least one year and/or suspension as determined by the Assistant Principal and/or legal prosecution. Possible recommendation for expulsion.

If a student has lost privileges and requires use of technology resources during a class, he/she may be permitted to do so with sufficient notice by the student to DC staff. Student must have the approval of the assistant principal.

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D. EXPECTATIONS OF STUDENTS

1. **FIELD TRIPS** – Field trips are planned by classes and other school groups as part of the student’s educational experience. No field trips will take place during the last two weeks of each semester. Absences due to field trips will not count against final exam exemption status. When a field trip involves only a partial absence, students are to attend all other classes that day which are not affected by the duration of the field trip. The school reserves the right to exclude a student from participating on a field trip. Such a decision would be determined on the basis of the student’s conduct and/or attendance in school. Students are required to ride the bus to and from the field trip.

2. **LUNCHROOM EXPECTATIONS**

1. Students must eat in the school cafeteria during their assigned lunch period.
2. Students are to arrive to the cafeteria within 2 minutes after the bell.
3. Backpacks are not allowed in the cafeteria. Students are to place their backpacks in their lockers prior to lunch.
4. Students are responsible for having their own lunch or lunch money. Borrowing of food/money is prohibited.
5. Students are to maintain cleanliness of the tables and floors, clean up spills, dispose of refuse properly, and return trays to the appropriate place.
6. Students are to treat cafeteria staff and supervisors with respect and follow their directions. The school reserves the **right to assign student(s) to a specific table and/or lunch period.**
7. Cafeterias seating is on a first-come, first-serve basis.

Students who fail to follow these expectations will be subject to disciplinary action(s).

3. **SCHOOL AND CLASSROOM SAFETY** – To maintain a safe learning environment students are expected to follow school and classroom safety procedures. Students who violate safety rules will receive consequences that could include disciplinary action and/or removal from class with a failing grade.

4. **SEARCHES** - School officials may search and temporarily seize property such as, but not limited to, gym bags, backpacks, purses, lockers, electronic devices or automobiles in the LT parking lot.

5. **STUDENT ID CARDS** - **Students at all times during the school day and at all school activities must carry a student ID card.** A student ID card must be presented when requested by any staff member at any time, including when students board school buses, check out materials from the Library or Discovery Center, attend school events, and take standardized tests. Students not in possession of a student ID card may be denied admission to buses, computer labs or school activities, and will receive consequences for not being in possession of proper identification.

6. **STUDENT DRESS** - Students are expected to dress in an appropriate manner that must not disrupt the educational process, interfere with the maintenance of a positive teaching and learning climate, or compromise reasonable standards of health, safety and decency. Judgment of disruption is at the discretion of the school administration. Specific guidelines are:

1. Coats, hats, head covering of any kind (except that of established religious groups) and gloves may not be worn in the building. These items must be placed in lockers upon arrival to school.
2. Apparel that promotes or advertises drugs, alcohol, tobacco products, or other inappropriate activities are not permitted.
3. Students must be covered from shoulders to mid-thigh (3 inches above knee including slits) with or without, tights/stockings/leggings.
4. Transparent items, spaghetti strapped tops, strapped shirts, strapless top, single strapped tops, nightwear, or items normally worn as undergarments, but displayed as outerwear are prohibited.
5. Items determined to be symbolic of gang membership, including jewelry items are prohibited.
6. Tattoos will require clothing or other coverage if determined to be inappropriate or a material disruption.
7. Rubber bands on wrists or ankles and/or to cuff pant-leg bottoms are prohibited.
8. Shoes must be worn at all times.

PHYSICAL EDUCATION DRESS POLICY – Students are expected to participate daily in physical education and dress daily in the required uniform, whether it is a PE uniform for gym and outdoor activities or in a swim suit for pool activities.

Procedures for dealing with students who do **NOT** dress for class are as follows:

1st “NO DRESS” – Warning and a point deduction is given to the student.

2nd “NO DRESS” – The teacher will make contact with the parent and apply a point deduction to the student’s grade.

3rd “NO DRESS” – The teacher will make contact with the parent and the counselor and apply a point deduction to the student’s grade.

4th/5th/6th “NO DRESS” – A misconduct will be issued for each “NO DRESS,” with the student dropped with an F from the class on the 3rd misconduct. Point deductions are applied for each misconduct.

7. **STUDY HALL** – It is the student’s responsibility to scan-in or sign-in upon arrival to study hall. Cell phone use and or any other electronic media use is strictly prohibited. Athletes with athletic study hall must go to PE for the first week of the semester.

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8. **TEACHER INITIATED CONFERENCE/DETENTION** -
- Mandatory attendance when given 24-hour notices.
 - Priority over activities, athletics, and/or employment.
 - Failure to attend will be considered as insubordination.
9. **THEFT PREVENTION** - The school provides reasonable security measures. However, it is ultimately the student's responsibility to protect their personal property from theft. Students are to adhere to the following guidelines:
- Lock belongings in hallway, PE and activity areas at all times.
 - Double check to be sure personal items are inside of the locker and that the locker is locked, securely fastened and not pre-set to open.
 - Do not share locker combinations.
 - Do not bring large sums of cash or expensive items to school.
 - Label your property (e.g. book bag, calculator, textbooks, etc.).
 - Never leave your personal property unattended.

FREEDOM OF EXPRESSION

- The School Board reaffirms right guaranteed in U.S. Constitution.
- The school reserves the right to maintain safe and orderly learning environment.
- Expressions must be in accordance with established board policies and administrative procedures.
- Board policies and procedures available from building Principal or at School Board office.

PROCESS FOR ADDRESSING CONCERNS

LTHS encourages communication and supports rights of individuals to express academic or disciplinary concerns appropriately without interfering with the education process. Most issues are easily resolved if begun directly with person involved. See organizational appeal chart on page 6.

- Student/parent concerns start with individual staff member. (Counselor may mediate at request of any of above.)
- If unresolved, next contact is division chair, athletic director, or activities director.
- If still unresolved, next contact is appropriate administrator (Assistant Principals or Associate Principal).
- If still unresolved, appeal to building Principal.

BOOKSTORE

OPEN SCHOOL DAYS (Monday-Friday) at times to be posted in hallway, for the sale of school supplies.

BUS TRANSPORTATION

- For students living **more** than 1-1/2 miles from attending school.
- If bus (or public transportation) fails, student has responsibility to arrive at school. *Arriving late is better than not arriving.*
- After school activities and teacher conferences serviced by 4:30 P.M. bus.
- Free bus transportation for students who reside within the 1 1/2 mile boundary on a limited basis. Write a letter of request at the beginning of the school year to the South Campus Associate Principal, include the student's name, ID #, year in school, address and phone number.

CAFETERIA PREPAYMENTS

PROCEDURES –All students have a cafeteria prepayment account. To add funds to the account, students can bring cash to the cafeteria, a check (payable to Lyons Township High School, with student's name and ID # noted) to the bookstore, or by credit card through mylunchmoney.com – see below. Allow 24 hours for a prepayment to be added to the student's account. Students can monitor their current account balance through the cafeteria cashier and parents can view the balance through mylunchmoney.com.

MYLUNCHMONEY.COM – A link to www.mylunchmoney.com can be found on the LTHS website www.lths.net. This secure website accepts credit cards to add funds to the LTHS cafeteria prepayment system and has an automatic replenish feature when the student's balance falls below a certain level. Parents can also monitor 7 days of cafeteria purchases. Contact the Business or Cafeteria Office for questions regarding the prepayment accounts.

YEAR END BALANCES – At year end, funds remaining in a student's account will roll-over to the following school year. For graduating seniors with accounts over \$10, funds will be transferred to younger siblings or refunded after graduation. Parents requesting a refund for a student leaving the district must send a written request, letter or email, to Kathy Moran in the Business Office. No cash refunds will be issued to students through the cafeteria and checks will be mailed to parents in June. Seniors should spend balances of less than \$10 since no refund will be issued for this amount or less

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IV. STUDENT SERVICES

Goal--to promote healthy intellectual, emotional, physical development among all students.

1. Student Services are proactive and designed to facilitate developmental activities.
2. They are organized and implemented by certified student services personnel.
3. They are supported by teachers, administrators, parents, and students.
4. Student Services are designed to assist students in making individually appropriate choices for their own well being.

COLLEGE AND CAREER DEVELOPMENT

1. All students begin developing future plans with counselors as freshmen and this process continues through the senior year.
2. Lianne Musser, College Coordinator
 - a. Group meetings with students
 - b. Career Speakers, College Night
 - c. College representative visitations
 - d. Transcripts
 - e. Resource information

CLASS COUNSELORS

1. Counselors are assigned to meet and work with students during their four years of high school both individually and in group guidance programs.
2. They serve as liaison among students, staff, and parents.
3. They perform personal, social, career, and college counseling.
4. They provide information to groups and individuals.
5. They assume responsibility to help with student course selections.
6. They interpret standardized testing results.
7. They encourage participation in school activities

FRESHMEN* (2017)

Ms. Boyle (A-GI)
Ms. Stupak (GL-OE)
Mr. Ip (OF-Z)

SOPHOMORES (2016)

Mr. Grosrenaud (A-GOO)
Ms. Reid (GOP-N)
Mr. Liccardi (O-Z)

South Campus Student Support Counselor – Ms. Kathryn Migely

***Subject to Change**

JUNIORS (2015)

Ms. Zioli (A-G)
Ms. Elliott (H-O)
Mr. Torres (P-Z)

SENIORS (2014)

Mr. King (A-GOO)
Ms. Bauer (GOP-MUR)
Mr. Zioli (MUS-Z)

North Campus Student Support Counselor – Ms. Anne Strickland

DIRECTORY INFORMATION

In accordance with the Department of Education's No Child Left Behind Act, directory information may be released to general public, military recruiters, and colleges and universities unless parent requests otherwise. "Directory Information" shall be limited to:

1. Identification--name, address, gender, grade level, birthdate and place, parents' names and addresses
2. Academic awards, degrees, and honors
3. School sponsored activities, organizations
4. Length of school attendance

Furthermore, Lyons Township High School District 204 may use student names and photographs in LTHS presentations and publications, and unless otherwise requested, students may allow print and electronic media to interview, film and/or photograph for publication and/or broadcast.

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HOMELESS STUDENTS – NOTICE OF RIGHT TO ENROLL

District #204 recognizes the following student rights under the federal McKinney-Vento Act and the Illinois Education for Homeless Children Act:

- Immediate enrollment for homeless students in their school of origin, school of last attendance or LTHS if the shelter or other temporary housing are within District #204 boundaries;
- Transportation as provided for other students in the district;
- All services available to students at LTHS; and
- Referral for dispute resolution.
- Contact the Associate Principals' 708-579-6300 (NC) / 708 579-6500 (SC) for additional information.

EMERGENCY CLOSING

When bad weather threatens to close LTHS, parents and students can log on to cancellations.com or emergencyclosings.com for up-to-date school closings or delays. Both websites offer e-mail notification for automatic postings to electronic mailboxes. Parents and students can also tune into the following radio and television stations for school closing information:

Radio: WBBM – AM, WGN - AM

Television: WBBM, WMAQ, WLS, WGN, WFLD and CLTV.

HEALTH SERVICES

Each campus health office is staffed by a full-time certified school nurse and a Para-educator. This office is responsible for maintaining student health records, providing basic first aid care to students and providing consultation to students and parents regarding health-related issues and concerns.

South Campus: 708-579-6531 Julie Loftus, RN Cynthia Murray: Para-educator

North Campus: 708-579-6363 Debbie Clay, RN Mary Lynn Slepksi: Para-educator

James Harazin, D.O., school physician, available for consultation on an as needed basis.

Care for sick or injured students: Students who feel ill or are injured should report to the health office to be evaluated. For student safety, students should not contact parent via text message or personal cell phone. Unless the situation is an emergency, the student is required to obtain a pass from a faculty/staff member before reporting to the health office. Students with a fever of 100°F or greater or any vomiting episodes are sent home by the School Nurse after a parent/emergency contact is notified. It is important to note that a student who has been sick with a fever or vomiting must be symptom-free for 24 hours before being allowed to return to school. The student may return the same day **ONLY** if the student is seen by a physician and brings a note to the health office staff.

Vision/hearing: Screening are conducted by the certified school nurse on all students with special education needs, transfer students entering grades 10-12, teacher requests, and parent requests. Vision/hearing screening is only a screening, not a substitute for a professional vision/audiological examination.

Vision examination requirements: As of January 1, 2008, the State of Illinois has required all students entering school for the first time from out of state shall have an eye examination performed by a licensed optometrist or medical doctor who performs eye examinations before October 15th of the school year. The eye examination report form is available from the health office or LTHS website

Physical examination requirements: In accordance with Illinois School Code, a physical examination is required for entrance into 9th grade, and/or when transferring from an out of state school. The health history portion of the Illinois physical examination form must be completed and signed by the parent in order for the physical to be valid.

The exam must be dated within one year prior to the date the student enters school. Forms are available from the health office or LTHS website

Immunization requirements: Immunizations must be in compliance with Illinois Dept. of Public Health policies.

Physical education restrictions: If your student is injured or has any restrictions from physical education, please obtain written documentation from the treating physician indicating the reason and duration of the restriction and submit to your student's school nurse. If you have any questions, please contact the health office.

Medication administration: School policy requires a "Medication Authorization" form to be completed by a physician and parent for all prescription and non prescription medications each school year. Forms are provided in the summer parent mailing, and are available from the health office or LTHS website. Tylenol (generic) tablets may be administered if a parent permission form is on file for the student in the health office.

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Emergency Contact Information: The most current health information and emergency contact information is obtained each year from the “Processing Day Information Form”. Parents/guardians are responsible to keep this information up to date by notifying the health office.

LOST AND FOUND

1. Lost articles turned into main office or Assistant Principals' office.
2. Owners claim articles with ID and proof of ownership.
3. Any property missing or stolen, should be reported by the student to the Security Department. Go to the Assistant Principals' office and ask for a Student Assistant to make a theft report.

SOCIAL WORKERS AND PSYCHOLOGISTS

Social workers on staff: Joan Cushing, Jennifer Fanta, Pam Locke, Mary Pacejka-Palacios, Bobbette Pulliam, and Nekeia Wilson
Psychologists – Daniela Lukic-Cole, Meghan Muldoon, Maggie Norton

1. Social Workers meet with individual students and groups to develop personal coping skills:
 - a. For increased self-understanding.
 - b. For an improved self image.
2. Special Education Personnel schedule and conduct special education staffing in order to:
 - a. Discuss student's special needs.
 - b. Coordinate school's support services and those in community.
 - c. Annual review.

SPECIAL EDUCATION SERVICES

District #204 provides a free appropriate public education to student's ages 15 through 21 years of age who are suspected of vision, language, physical, hearing, learning, and/or behavioral disabilities. Any student who exhibits these problems that indicate the child may have a disability and need special education services to benefit from an education should be referred to the building Student Services Team via the student's counselor, social worker, or building psychologist to determine if a case study evaluation is necessary. A variety of services and supports are available to meet the unique needs of the student. For further information please contact the Director of Special Education, Mrs. Karen Brown at 579-6520.

SPEECH LANGUAGE THERAPY

To assist all students with speech language disabilities a pathologist is available at each campus. Questions regarding this special education service are available by calling the Special Education Office - 579-6520.

SECTION 504 OF THE REHABILITATION ACT

District #204 develops appropriate Section 504 Plans for students whose academic progress is being affected by some type of physical and/or medical impairment. Students should be referred to the building Student Services Team via the student's counselor. For further information please contact your student's counselor.

STUDENT ACHIEVEMENT TEAM (S.A.T.)

Aids students encountering difficulty in school; each grade level has

1. School social worker, class counselors, Assistant Principal, nurse, and other support personnel.
2. Regular meetings
 - a. To develop action plans and develop Response to Intervention Plans (RTI)
 - b. To offer support
3. Available by contacting class counselor for referral by parents, faculty, or students to S.A.T.

STUDENT ASSISTANCE PROGRAM

STUDENT ASSISTANCE PROGRAM PERSONNEL

Mr. David C. Franson

Student Assistance Program Administrator

Jeanne Widing

Student Assistance Program Coordinator

1. LTHS is concerned with growth of student as whole person; the Student Assistance Program addresses issues that:
 - a. Interfere with learning
 - b. Threaten emotional and physical well-being

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- c. Reduce ability to make responsible decisions
- 2. School community fosters an atmosphere of positive growth for addressing issues with responsible, informed, and educated choices, encouraged both in and out of school buildings.
- 3. Problems which impact the community require staff, student, family, and other agencies' support and cooperation.
- 4. **PRIMARY OBJECTIVES of Student Assistance**
 - a. Facilitate development of appropriate attitudes and behaviors toward alcohol and other drug use, misuse and abuse through prevention activities.
 - b. Make appropriate intervention and referrals available for student safety and growth as a person.
 - c. Provide support to students and families as they establish positive patterns of behavior.
- 5. **PROGRAM GOALS**
 - a. Provide assistance to students for physical, emotional, social, and/or alcohol and other drug use problems.
 - b. Contribute to school/classroom atmosphere by enabling teachers to focus on educational concerns in classroom.
 - c. Maximize existing staff resources for student benefits.
 - d. Enable school to focus on education not social problems.
 - e. Provide support for nonusing students.

STUDENT INTERVENTION TEAM (S.I.T.)

South Campus: Allison Doyle, Gianna Galanti, Julie Loftus, Karen Raino, Mary Rohlicek

North Campus: Laura Congelose, Paul Congelose, Kimberly Gerken, Mark Kienzynski, Katy Newcomb

- 1. **STUDENT/PARENT INVOLVEMENT**
 - a. Students are referred to the Intervention Team by administrator, staff member, student, parent, or community agency.
 - b. Parent awareness and support are extremely important in chemical dependency and alcohol and other drug use situations.
 - c. Assurance of confidentiality. (Referrals will be confidential unless a life-threatening situation seems apparent and are NOT PART OF THE STUDENT'S PERMANENT RECORD.)
 - d. All are encouraged to contact Jeanne Widing with questions, concerns.
- 2. **STAFF INVOLVEMENT**
 - a. Staff observes inconsistent or concerning behavior or decline in school performance which may or may not be alcohol and or other drug related.
 - b. Teacher addresses behavior and explains concern to the student.
 - c. If behavior/concern does not improve, staff member refers to the InterventionTeam.
 - d. Team determines nature/scope of problem within school.
 - e. Parent contacted with information.
- 3. **CONSEQUENCES**
 - a. Student/family may accept or reject Intervention Team's recommendation.
 - b. Rejection of S.I.T. recommendation--student responsible for maintaining performance and conduct at satisfactory levels.
 - c. If inappropriate behavior continues, corrective and warranted disciplinary action, including suspension or expulsion, may be taken.
 - d. Acceptance of S.I.T. recommendation—student and parent(s) utilize both out-of-school resources and in-school support.
 - e. If student is making satisfactory progress, student remains in school.

OFFICE OF ASSESSMENT AND RESEARCH

- a. Oversees the administration of the following tests:
 - 1) EXPLORE (grade 8)
 - 2) PLAN (grades 9)
 - 3) Practice ACT (grade 10)
 - 4) PSAT (grades 10 & 11)
 - 5) ACT (grades 11 & 12)
 - 6) SAT Reasoning & SAT Subject tests (grades 11 & 12)
 - 7) PSAT (state mandated testing for juniors: required for graduation)
 - 8) AP (Advanced Placement) exams (grades 10, 11 & 12)
 - 9) ASVAB (Armed Services Vocational Aptitude Battery)
- b. Test Prep classes (designed to help students prepare for high-level tests):

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- 1) PSAT course
 - offered at the beginning of the school year
 - register for class in August in the Office of Assessment and Research
 - sessions immediately after school and in the evening
- 2) ACT course
 - offered twice a year
 - a) Fall session-late September/October
 - b) Winter sessions-February/March/April
 - register for class in the Office of Assessment and Research
 - session immediately after school and in the evening
- 3) Study Hall ACT course
 - all juniors who are enrolled in 2nd semester Study Hall are automatically registered for this prep course
 - there is no charge to take this course
 - classes meet twice a week for 8 weeks (late February – early April)

Please see the Academic Program Guide for more detailed information or contact the Office of Assessment and Research (708-579-6361). Students who have an IEP or 504 Plan and desire accommodations must apply independently to ACT or College Board (SAT, PSAT, and AP tests). These organizations strictly adhere to application deadlines and will notify via mail if approved.

2013-2014 DATES AND DEADLINES FOR TESTS AT L.T.

	<u>Date</u>	<u>Registration Deadline</u>
EXPLORE (Grade 8)	November 16	Registration provided by middle school
PLAN (Grades 9)	April 24	No registration required
Practice ACT (Grade 10)	April 24	No registration required
PSAT (Grades 10 & 11)	October 19	September 13th at bookstore
ACT (Grades 11 & 12)	September 21 February 8 April 12 June 14	August 23 (postmark) January 10 (postmark) March 7 (postmark) May 9 (postmark) Register for ACT exams at www.actstudent.org
SAT (Grades 11 & 12)	November 2 March 9 May 4	TBA (postmark) TBA (postmark) TBA (postmark) The College Board reserves the right to change their published deadlines for registration. Register for SAT exams at www.collegeboard.org
PSAE (Grade 11)	April 23 & 24	No registration required
AP	May 5 – 16	February 28 at bookstore
ASVAB	November 5	No deadline: Register in the Office of Assessment and Research

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2014 AP EXAM SCHEDULE

* Students planning to take two exams at the same time should contact the
Office of Assessment and Research in room #45 NC

DATE	EXAM - 7:30 am	EXAM - 12:30 pm
Monday, May 5	Chemistry Environmental Science	Psychology
Tuesday, May 6	Computer Science A Spanish Language	Art History
Wednesday, May 7	Calculus AB Calculus BC	Chinese Language and Culture
Thursday, May 8	English Literature and Composition	Latin
Friday, May 9	English Language and Composition	Statistics Studio Art Portfolios Due
Monday, May 12	*Biology *Music Theory	Physics C–Mechanics Physics C-E & M
Tuesday, May 13	US Government and Politics	*French Language and Culture
Wednesday, May 14	*German Language and Culture *United States History	European History
Thursday, May 15	Macroeconomics	Microeconomics Italian Language & Culture
Friday, May 17	Comparative Government and Politics	

Backpacks, books of any kind, purses, CELL PHONES, water bottles, food of any kind are prohibited in the Exam Room.

Students who access (touch) a cell phone during the test will be dismissed from testing, their phone confiscated and will receive no score and no refund.

MISCELLANEOUS

1. **Deliveries to students**
 - a. **NOT ALLOWED** – messengers, gifts (flowers, balloons, etc.)
 - b. **ALLOWED**--messages from custodial parent in emergency only.
2. **Passes**--permission to leave class only through use of passes
3. **Personal Vehicles**
 - a. Students must register vehicles in Assistant Principals' office when driving to school and parking on school property.
 - b. Misuse of a vehicle in area of school may result in loss of driving privileges or other disciplinary consequences.
4. **Visitors** are not allowed during the school day. LT does not allow “drop-in” visitors. This includes younger children and friends. LT graduates wishing to visit their former teachers may do so by making an appointment. Shadowing must be pre-approved by the Principal. Shadowing is defined as a current LT student wishing to bring a guest to school for the purposes of experiencing a day at LT. Requests for a shadow experience must be made at least 72 hours in advance. Consideration for such a request will be reserved for potential guests who live outside of a 50 mile radius from the school. Host students must be in “good standing” as determined by an administrator. The school reserves the right to deny visitors at any time.
5. **Dances** – Informal and formal dances are held at various times during the school year. These social events are for the enjoyment of the students enrolled at Lyons Township High School. If you would like someone who is not a Lyons Township High School student to accompany you, guest request forms are available online at WWW.LTHS.NET or at the bookstore. Guests must be of high school age and no older than 20 years of age to be allowed to attend. Eligibility for hosting a guest will be available only to students who are in “good standing”. The principal and/or his/her designee will determine what is “good standing”. Guest forms must be turned in to the Assistant Principals' Office by the Monday before the dance. Guest tickets may be purchased any time after receiving approval. The district reserves the right to refuse admission of any non-LT guest at any time. The

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presentation of your current school ID card will be required for admission to all dances. Any guest must also present a current school ID or government issued photo I.D. to be permitted into the dance. Dances are held from 7:30 p.m. to 10:30 p.m. The curfew for arrival at dances is 8:30 p.m. **No one will be admitted one hour after the start of the dance.** Tickets for semi-formal dances must be purchased in advance and presented for admission. Students are encouraged to leave valuable items at home. *How you choose to dance at an LTHS-sponsored event matters. LTHS reserves the right to determine whether a student's choice of dance style is appropriate for a high school dance. You may be asked to leave if you fail to comply with the expectations and/or directives of LTHS staff.*

Students are reminded that the school's discipline code applies at all dances.

BREATHALYZERS – Is it true that there are Breathalyzers at all school events?

Yes, it is true. Underage drinking is illegal. Coming to school under the influence is not only illegal, it violates our student policy, our athletic/activities code, and is not exercising good judgment. If a student is suspected of being under the influence, he or she may be asked to breathe into the Breathalyzer. If the Breathalyzer should show that a student has been drinking alcohol, we will call the parent to inform them and the student may be turned over to the local police. The school's drug and alcohol policy will be enforced (page 14 of student handbook). Should a student refuse to take a Breathalyzer, the school administration will also call the parent to inform them and may turn the student over to the police. Our policy states that students who refuse to take the Breathalyzer will be assumed to be under the influence and receive consequences accordingly. Again, the school's drug and alcohol policy will be enforced. Be smart and choose to live a drug-free/alcohol-free lifestyle—help your friends make the right choices, too.

6. **Video Cameras** – Video cameras are installed inside and outside of the buildings for the safety of our students, staff, and visitors. There should be no expectation of privacy in these areas.
7. **Parking** – There is a limited number of available student parking spaces at each campus. Parking spaces are assigned via a lottery. Information for obtaining a school parking decal is available in the Assistant Principals' Offices. School parking decals are issued each semester and cost \$100.00 per semester. The rules for student parking are as follows:
 1. You must be a licensed driver at the time of applying for the parking lottery.
 2. A student must have a school parking decal in order to park, and can only park, at the campus from where the decal was issued.
 3. In order to maximize the parking lot's capacity, as well as to improve safety, cars must be parked inside of the lines indicating a parking space.
 4. School parking decals are non-transferable and must be used only by the person to whom it has been issued.
 5. At the **South Campus**, students are to park in the north parking lot only. Students are to park in their assigned parking space only.
 6. At the **North Campus**, students are to park in their assigned parking space only. Students are to follow any and all instructions given by the Parking Lot Attendant. Students in the Work Program, Teaching Internship Program, or who have received permission from the Assistant Principals' Office to leave early must check-out at the Parking Lot Attendant's shack before they leave campus.
 7. Obey all signage related to parking. At the South Campus in particular, be aware that you may be towed if you park in the Garden Market. Parking there is for patrons only.
 8. In any of the residential areas surrounding either campus, please be a "good neighbor." Obey all village signage related to parking, do not block the ingress or egress to any of the neighbor's driveways, do not litter or walk on the lawns of LT's neighbors.
 9. While in any of the school's parking lots, always drive in a safe and courteous manner. Remember to fasten your safety belt.

The demand for parking spaces exceeds the supply of parking spaces. Adhering to the aforementioned rules will help provide a system of orderliness to the parking environments at either campus. Failure to follow these rules will result in disciplinary action(s) which may include the revocation of parking privileges. If your parking privileges are revoked, your \$100.00 will not be reimbursed.

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V. ACADEMIC INFORMATION

For specific information regarding the academic program, please consult the **Academic Program Guide**.

Academic Grading System

Grades and credits are necessary elements of academic performance. Grades earned represent an appraisal of student academic achievement based on the attainment of objectives standards, and expectations of the course in which he/she is enrolled.

Academic achievement is represented by the letter grades as follows:

A=Superior	B=Above Average	C=Average	D=Below Average
F=Failure	W=Withdrawal	WF=Withdrawal Failing	I=Incomplete
CR=Credit	NC=No Credit	CP=Conditional Pass	DP=Doubtful Pass

Course Levels

Academic courses at LTHS are assigned levels based on their academic difficulty. Student placement in course levels is accomplished through a variety of measures including but not limited to prior academic performance, test results, teacher recommendation, and parent input. Brief descriptions of course levels are given below. More detailed information may be found in the **Academic Program Guide**.

***Level I** – Courses planned for students requiring development of basic school skills

***Level II (TRANS)** – Transitional courses are planned for students working toward strengthening basic school skills.

*** CLASS OF 2014 ONLY**

Level III (PREP) – Preparatory courses are planned for students who have attained basic skills and who are working toward higher competencies. Preparatory courses are designed to prepare students for post-high school education.

Level IV (ACCEL) – Accelerated courses are planned for students working at a higher challenge level or at an accelerated pace.

Level V (Hon/AP) – Honors and AP courses are planned for students with exceptionally rapid learning abilities or who are preparing for an Advanced Placement examination.

Weighted/Unweighted Grades and Class Rank

In computing a student's GPA, the grade point value for each letter grade earned in each course is added together. The sum is then divided by the total number of courses taken per semester. The unweighted grade point value table is based on a 4-3-2-1-0 scale and is standard among many colleges/universities. The weighted grade point value table has as its norm the 4-3-2-1-0 scale at Level III courses and is adjusted based on rigor for Accelerated and Honors.

A student receives both an unweighted and weighted GPA, and these are used to determine an unweighted and weighted class rank. All semester grades that a student has earned in all courses are used to compute both unweighted and weighted GPA and class rank. The exceptions to this are Credit/No Credit (CR/NC) grades (including credit for Driver Education taken at private/commercial/non-approved driver education school), Audit Unsatisfactorily completed (AU), Audit Satisfactorily completed (AS), Incomplete (I), Withdrawal (W), and Conditional Pass (CP).

- The unweighted GPA reflects a student's achievement in courses when compared to all class grade members (9, 10, 11, or 12).
- The unweighted class rank is the arrangement of all students within the same class grade (9, 10, 11, 12) using the unweighted grade point value table.
- The weighted class rank is the arrangement of all students within the same class grade (9, 10, 11, 12) using the weighted grade point value table.
- The weighted GPA reflects a student's achievement based on the academic rigor of his/her courses.
- Class rank represents the arrangement of students within the same class grade (9, 10, 11, 12) in order according to their academic performance.

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The tables used to determine weighted and unweighted GPA are as follows:

WEIGHTED GRADE POINT VALUE TABLE *CLASS OF 2014 ONLY

	I	II	III	IV	V
A	2	3	4	5	6
B	1	2	3	4	5
C	.75	1	2	3	4
D	.5	.5	1	2	3
F	0	0	0	0	0

UNWEIGHTED GRADE POINT VALUE TABLE *CLASS OF 2014 ONLY

	I	II	III	IV	V
A	4	4	4	4	4
B	3	3	3	3	3
C	2	2	2	2	2
D	1	1	1	1	1
F	0	0	0	0	0

Beginning with the class of 2015, the following grade point value tables will be used:

WEIGHTED GRADE POINT VALUE TABLE

	III	IV	V
A	4	5	6
B	3	4	5
C	2	3	4
D	1	2	3
F	0	0	0

UNWEIGHTED GRADE POINT VALUE TABLE

	III	IV	V
A	4	4	4
B	3	3	3
C	2	2	2
D	1	1	1
F	0	0	0

Honor Roll

Honor Roll status is determined by the unweighted or weighted GPA, whichever is higher. Honor Roll status is achieved with an unweighted or weighted GPA of 3.125 or higher. To be eligible, a student must be enrolled in at least five courses (or their equivalent), Physical Education/Health, and receive no failing (F or WF) grades. Of particular note,

- All grades earned by a student apply toward honor roll determination with the exception of AS, AU, CR, NC, and W grades.
- Honor roll is determined by using unweighted or weighted grade point value table for grades earned
- Honor roll status is determined using unweighted or weighted GPS's, whichever is higher
- Honor roll is calculated, awarded and announced 4 times each year.

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- Semester honor roll is posted at the end of the first and second semesters and is based on the entire semester's work including final semester examinations and exemptions.
- Summer School grades do not apply to any of the honor rolls.

CREDIT/NO CREDIT

1. Students may elect a course on a credit/no credit (CR/NC) basis instead of earning a traditional letter grade. (**NOTE:** Some colleges may not accept credit/no credit courses which are **needed/required** for college entrance.)
2. CR/NC courses are not used in GPA nor class rank computation.
3. Courses designated CR/NC in the **Academic Program Guide** may be taken as follows:
 - a. Minimum of five (5) subjects must be carried, exclusive of Physical or Driver Education.
 - b. Students may enroll in only one course for (CR/NC) per semester or per summer term.
 - c. All students must submit a completed application within the first 4 weeks of a semester.
 - d. An annual course may be selected at the start of its second semester for (CR/NC) even though it was not selected first semester, provided all conditions are still met. Students selecting both semesters of an annual course as (CR/NC) must apply for each semester separately.
 - e. Students taking courses for the (CR/NC) option must earn grades of C- or higher in order to receive credit for these courses.
 - f. Independent study courses may not be taken as (CR/NC).
 - g. Dance Studies 1, 2, & 3 may be elected for (CR/NC) only if they are taken as a Creative Arts graduation requirement and must be taken in addition to a regular PE course during the same semester.

PROMOTION AND RETENTION OF STUDENTS

In general students are classified as freshmen, sophomores, juniors, and seniors according to the number of credits they have earned. Requests for special classification should be made to the Principal.

The Board of Education will promote students to succeeding grade levels as they successfully meet District #204 academic standards embodied in course curricula or in courses of study demonstrated to be comparable to that of District #204. A student who passes and earns credit in a course is assumed to have successfully met District #204 standards embodied within that course.

Students earn academic grade level promotion based upon the following earned academic credit sequence.

- In order to be promoted from grade 9 to grade 10, a student must pass a minimum of 5.00 units of academic credit.
- In order to be promoted from grade 10 to grade 11, a student must pass a minimum of 10.00 units of academic credit.
- In order to be promoted from grade 11 to grade 12, a student must pass a minimum of 15.00 units of academic credit and complete the PSAE.
- In order to graduate and earn a diploma from Lyons Township High School District #204, a student must pass a minimum of 23.00 academic credits and fulfill all other District #204 requirements for high school graduation.

Counselors will meet with any of their advisees who are in jeopardy of not passing the required units of credit for promotion to the next grade level after 1st quarter, semester, and 3rd quarter grades have been issued. Counselors will inform students of their deficiency in credits and the possibility of not being promoted to the next grade level. Counselors will discuss with the student the various options for delineating the specific steps that will be taken to remediate the deficiencies. Once failure notices are received at the end of a school year and the following summer school session, the Guidance Office will identify those students who have not earned sufficient credits for promotion to the next grade level. Counselors will contact students to make any necessary adjustments in the selection of courses for the following academic year.

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GRADUATION REQUIREMENTS

A student must successfully complete all graduation requirements as specified by the Lyons Township High School District 204 Board of Education, the Illinois State Board of Education, and **The School Code of Illinois**.

As a rule, a student is not graduated unless he/she has spent at least one (1) year in residence; this must be the last year of high school. A student must earn twenty-three (23) academic credits to receive a diploma at LTHS, complete the PSAE, and earn a passing grade on a test covering the Constitution of the State of Illinois and of the United States of America.

SUBJECT AREA	CREDITS	
Consumer Education	½	.5
Creative Arts	1	1.0
Driver Education (classroom)	½	.5
English	4	4.0
Health Education	½	.5
Mathematics	3	3.0
Physical Education	3 ½	3.5
Practical Arts	1	1.0
Science	2	2.0
United States History	1	1.0
World History	1	1.0
Other Social Studies	½	.5
Electives	4½	4.5
TOTAL CREDITS		23

PROGRESS REPORTS

1. Sent for these purposes
 - a. Commending students for outstanding work
 - b. Recognizing successful effort to overcome difficulties
 - c. Indicating danger of failing
 - d. Observing lack of achievement to level of capacity
 - e. Requesting parental help to overcome problems
2. Intentions
 - a. Inform parents of strengths and weaknesses
 - b. Facilitate cooperation between home and school
 - c. Provide supplementary information to support grade
3. Notification
 - a. Written notice
 - b. Telephone call
 - c. Personal conference
 - d. e-mail communication
 - e. available to parents & students via Infinite Campus
 - f. Any combination of above
4. How to reach a teacher
 - a. Call LTHS, 579-6300
 - b. Leave message so teacher can return call. (Teaching schedules may restrict teacher availability at time of call.)
 - c. Each employee was given a personal voicemail box number. Parents may access an individual by calling 708-579-6140 and either dial the first three letters of his or her last name or request a directory listing.
 - d. Via email – teacher's first initial – last name @lths.net (no spaces).

LTHS utilizes Infinite Campus as an important communication tool with parents and students. Faculty have been inserviced and trained in its use. LTHS provides parents and students with access codes and information regarding Infinite Campus at the beginning of each year.

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SCHEDULE CHANGES - also see Pages 13-14 in the Academic Program Guide

Initial student course selections made during registration will be accommodated whenever possible. Important course and staffing decisions are based upon these selections. **Student changes of mind or schedule preferences (teacher, period, time of day) after initial registration will not be accommodated.** Therefore, only for limited reasons will adjustments be considered and/or approved.

1. A course may be **added** to a student schedule if all of the following criteria are met:
 - a. The student has a study hall that can be replaced by a course AND
 - b. There is available space in the class AND
 - c. The change is approved by the Division Chair and Associate Principal.
 2. A **drop** to a study hall or a **drop/add** will only be considered by the Division Chair based on the following circumstances:
 - a. clerical errors in schedules
 - b. schedule conflict resolutions
 - c. changes necessitated by completion or non-completion of summer courses
 - d. changes necessitated by first or second semester failures.
 - e. changes necessitated by a student's Individual Education Plan (IEP)
 - f. level changes including initial placements
 - g. documented change of college/career plans requiring a different course and/or
 - h. student hardship cases, such as
 - 1) documented economic necessity to work
 - 2) documented provision for unusual family care situations and/or
 - 3) documented psychological inability to handle schedule.
- A grade of "W" (Withdrawal) is used when a student drops or is removed from a course between the 10th day of a semester through the last day of the first or third quarter (see page 14 of the Academic Program Guide for acceptable circumstances). The grade "W" will appear on the report card and transcript thereafter. The "W" grade does not receive a grade point value, and is therefore not part of either the weighted/unweighted GPA, class rank, or Honor roll computation.
 - A grade of "WF" (Withdrawal Failure) is used when a student drops a course during the second or fourth quarters (i.e., the halfway point or later of a semester) or is removed from a course at any time. The "WF" grade will appear on the report card and transcript thereafter. The "WF" grade receives a grade point value of 0 and is part of the weighted/unweighted GPA, class rank, and Honor Roll computation.

COURSE ACADEMIC ABILITY LEVEL PLACEMENTS

Personal growth involves making informed decisions and learning from the consequences of those decisions. For this reason, we ask students, with support and approval from parents and information from LT faculty and counselors, to select courses. Where decisions about courses are concerned, the role of the professional is to help parents and students make informed decisions which minimize failure and maximize success. In addition, the faculty member has the responsibility to maintain the integrity of the standards and expectations of the course.

1. Where academic ability levels are involved, freshman placement is based on standardized test scores, grades, academic performance, and associate school teacher recommendations, in the given subject. Level placement for sophomores, juniors and seniors is based on the recommendation of the most recent teacher in a given subject and other pertinent information. If a parent and student wish a different academic ability level assignment, they must consult with the appropriate division chair to review the current placement and to determine if a change is warranted. After parents and students have reviewed the differences in levels and the reasons for the level recommendation, parents and students have the final decision.
2. If parents and students wish a different academic ability level assignment, they must consult with the student's current teacher in that course and appropriate division chair to review the current placement and to determine if a change is warranted. After parents and students have reviewed the differences in levels and the reasons for the level recommendation, parents and students have the final decision.

STUDENT RECORDS

LTTHS complies with the Illinois School Code's Student Records Act, Sections 50-2 through 50-4, and the State of Illinois' Freedom of Information Act and certain established procedures with regard to retaining or destroying student records.

1. **Procedure for reviewing records**
 - a. All requests submitted in writing to Associate Principal; dated and signed. (Requests will be processed in accordance with Public Records Procedures of District #204, in compliance with Freedom of Information Act of Illinois.)

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- b. Requests usually granted and review completed within seven (7) working days.
 - c. Written notification of additional time or denied requests *for reasons specified* according to Public Records Procedures of District #204 made within seven (7) working days.
 - d. Reviewer may review/inspect complete record unless request was for specific part(s) of record.
 - e. School staff member prepares summary statement of record inspection or review conference.
 - f. Student and parent/guardian sign statement prior to review.
 - g. Signed statement is permanent part of student record.
2. **Access to records**
- a. Parents/Guardians or students have right to review student's own records.
 - b. If younger than eighteen, parents/guardians should request.
 - c. If older than eighteen, student should make request.
 - d. Records may be copied for requesting person for reasonable fee.
 - e. School officials release information **ONLY** with written consent specifying information to be furnished and person/place receiving information.
 - f. Parent/student may receive copy of records released for reasonable fee.
3. **Classifications**--according to Student Records Act, materials and information in student's folder classified as either *Permanent Record* or *Temporary Record*.
- a. Permanent Record - maintained for no less than sixty (60) years.
 - 1) Basic identifying information, including both students and parents' legal names, addresses, birth date and place, gender.
 - 2) Academic transcript, including grades, class rank, grade level achieved, graduation date, and college entrance exam scores.
 - 3) Attendance records.
 - 4) Accident reports; health records.
 - 5) Record of release of permanent record information.
 - b. Temporary Record – deleted 5 years after graduation
 - 1) Family background.
 - 2) Group and individual intelligence test scores.
 - 3) Aptitude test scores.
 - 4) Psychological evaluations pertaining to intelligence, personality, academic achievement obtained from administering tests, observations, or interviews.
 - 5) Elementary and secondary achievement level test results.
 - 6) Teacher anecdotal records.
 - 7) Disciplinary information.
 - 8) Special education files/504/RTI files
 - a) Multidisciplinary staffing reports on placement IEP's test protocols.
 - b) All records/recordings related to placement, hearing, and appeals.
 - c) RTI and 504 evaluations and plans
 - 9) Any verified reports from non-educational people, agencies, or organizations.
 - 10) Other verified clearly relevant education information.
 - 11) Record of release of temporary record information.
4. **Judicial request**
- a. Student records available to any court of law or government agency acting with subpoena or under court order.
 - b. Parent/Guardian or student (eighteen or older) notification in writing that such subpoena being honored.
5. **Objections to record information**
- a. Discussed between Associate Principal (custodian of student records) and person requesting information.
 - b. Associate Principal will outline procedures for Superintendent's review of objections.
 - c. Formal hearing may be held to resolve problem if not resolved between superintendent and parent/student.
6. **Records review personnel**
- a. Designee of Associate Principal, class counselors, makes records of counselees available for inspection and review.
 - b. Graduates or students not currently enrolled contact Associate Principal.

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VI. SUMMER PROGRAMS

Lyons Township High School District 204 offers Summer Academic and Activity tuition programs for students in the community. The program is designed to help students make up credits, accelerate their progress, and/or enrich their high school programs. Information on Summer Academic Programs is available in the **Academic Program Guide** and in Summer Activity Program brochures during registration time in late winter. Information can be obtained by contacting the Summer Program Office (708-579-6313). Students must furnish their own transportation to all summer programs.

VII. CO-CURRICULAR PROGRAMS

ATHLETICS: Variety of interscholastic sports and activities offers opportunity to improve athletic abilities and develop desirable, intrinsic qualities derived from competition. Every participating student in athletics or activities **MUST** complete Student Activities Registration Form (athletes must complete both sides) and **MUST** complete a Student Activities Code of Conduct agreement form.

SPORTS

	<u>Boys</u>	<u>Girls</u>
<u>FALL</u>	Cross Country Football Golf Soccer	Cross Country Golf Swimming Tennis
<u>WINTER</u>	Basketball Bowling Swimming Wrestling	Basketball Gymnastics
<u>SPRING</u>	Baseball Gymnastics Lacrosse Tennis Track and Field Volleyball Water Polo	Badminton Bass Fishing Lacrosse Soccer Softball Track and Field Water Polo

CONFERENCES LTHS competes under rules and regulations of:

1. Silver Division of West Suburban Conference, and IL High School Association.
2. Members of Silver Division, West Suburban Conference
 - a. Downers Grove North
 - b. Glenbard West
 - c. Hinsdale Central
 - d. Lyons Township
 - e. Proviso West
 - f. Oak Park-River Forest
 - g. York Community
3. Members of Gold Division, West Suburban Conference
 - a. Addison Trail
 - b. Downers Grove South
 - c. Hinsdale South
 - d. Leyden
 - e. Proviso East
 - f. Morton
 - g. Willowbrook

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ATHLETIC STUDY HALL

1. Available to junior and senior athletes only (as per Illinois School Code)
2. During season of their IHSA sport
3. Substitute study hall for Physical Education class (to allow school study time for time spent practicing)
4. Quiet study hall ONLY
5. Abuse of privilege
 - a. Appropriate discipline
 - b. Immediate return to Physical Education class

PERFORMING ACTIVITIES

1. Cheerleading--spirit-supporting team for interscholastic sports
2. Eurythmics--modern dance performing team
3. Pom-Pon--dance rhythm performing team

INTRAMURAL ACTIVITIES

Activities offered by Athletic Department

Information in daily announcements, in the bulletin, or athletic department office

Archery	Floor Hockey	Rock Climbing
Badminton	Gymnastics	Ultimate Frisbee
Baseball/Softball Hitting	Indoor Soccer	Volleyball
Basketball	Lacrosse	Weight Training/Conditioning
"3" on "3" Basketball	Pool (Billiards)	

STUDENT ACTIVITIES: Working with other students in school activities encourages a student to become a part of LT either as a member of a club or committee, dramatic production, music ensemble, or interest team. Collaboration with fellow students builds school spirit, friendships, personal achievement, and a feeling of belonging. LTHS has a place for everyone in its wide-ranging activities. Sufficient student interest in other activities may result in other activities being added to program.

***Every participating student in activities or athletics MUST complete a Student Activities Registration Form for each activity and must attend Co-Curricular Night with a parent and complete a co-curricular code form.**

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Student Activities & Clubs

A Cappella (pilot status)	Jazz Strings (pilot status)
American Sign Language	Latin Club/Junior Classical League
Archery Club	Latino Dance Troupe
Art Club	Lion Friends
Astronomy Club	<i>LION</i> Newspaper
Auto Club	Lions Den Student Section
Aviation Club	LTTV (Television Club)
Baccalaureate	Marching Band
Best Buddies	Marching Band: Color Guard
Black Culture Club	Math Team
Board Games Club	MENAGERIE (Literary & Art Magazine)
Bowling Club	Model UN
Brass Impact	National Hispanic Institute (NHI)
Breakfast With Barbells	National Honor Society (NHS)
Business Management	Peaceable Schools Initiative (PSI)
Business Professionals of America (BPA)	Peer Leadership
Catering Club	Philosophy (pilot status)
Chamber Orchestra	Pom Pons
Cheerleading	PRISM
Chemistry/Physics Club	Recycling Club
Class of 2014	Relay for Life
Class of 2015	Rock Climbing Club
Class of 2016	Scholastic Bowl
Class of 2017	Science Olympiad
Congressional Debate Team	Shakespeare Society
Drama Plays	Snowball
East Asian Culture Club	Social Action Club
Eurythmics Dance Company	Songwriting Circle (pilot status)
FCCLA	Spanish Club
Final Phaze (Hip Hop) (pilot status)	Speech Team
Fishing Club	Steppers
Food For Thought (pilot status)	Student Athletic Training (Sports Medicine)
French Club	Student Council
German Club	Students Against Destructive Decisions (SADD)
Greek Club	<i>Tabulae</i> Yearbook
Improvisational Society of Geniuses	Technology Club
Interact Club	Theatre Board
International Club	Variety Show
Investment Club (pilot status)	Vocal Music
Italian Club	Winter Guard
J. Kyle Braid Leadership Foundation	WLTL (Radio Production)
Jazz Band	Zoology Club
Jazz Lab Band	

**Current as of May, 2013 - Subject to change

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STUDENT ACTIVITIES CODE OF CONDUCT

PURPOSE: Participating in student activities is considered an extension of, but separate from, the regular high school program. While the regular curricular program is a right afforded to each student, participation in the extracurricular program is a privilege and, as such, carries certain expectations beyond those found in the normal classroom situation. The goals of the activities programs are to give students direction in developing healthful living habits, discipline, leadership, teamwork, and respect for rules and regulations. It is to these ends that a student activity code is established for young people taking part in the student activity program. The student must agree to abide by the following expectations for all four years at Lyons Township High School. The consequences listed below for ALCOHOL, STEROIDS, DRUGS, CONTROLLED SUBSTANCES and TOBACCO are cumulative during the student's four-year career. The consequences for other school offenses will be dealt with on an annual basis and do not carry over from one school year to the next.

EXPECTATIONS – Each activity may establish approved additional expectations.

- A. Students should regularly attend school, practice and events. Participants are expected to attend school on the day of the activity.
- B. Students must attend a Co-Curricular meeting as a freshmen or first year of co-curricular participation.
- C. The IHSA requires a student to pass at least 20 credit hours (4 classes) the semester prior to participation and maintain passing grades to 20 credit hours (4 classes) while involved in IHSA activities.
- D. Students must travel on school arranged transportation for all events away from Lyons Township High School.
- E. Students must be responsible for all equipment and/or clothing issued for activity and the return of such at the end of the activity.
- F. Students should attend all Awards Nights.
- G. Students should carry the school ID card at all times.
- H. Students should submit an annual physical for participation in athletic activities.
- I. Students must adhere to all rules set forth in the student handbook not outlined above and display conduct becoming a District 204 representative, including respect of persons and property at all times.

(School consequences supersede the Student Activities Code of Conduct when the violation carries a stiffer penalty.)

ALCOHOL, STEROIDS, AND CONTROLLED SUBSTANCES

Expectation: Students will not use or attend parties where there is underage drinking of alcohol, steroids and/or controlled substances seven days a week, twelve months a year, whether or not school is in session, for all four years at LT.

Consequences:

First offense – suspension from all activities for ten percent of the competitive season or two events, whichever is less, with the student expected to participate in all practices and attend all contests during that time. The student must attend a school-approved chemical education program at their own expense. Failure to do so will lead to further suspension.

Second offense – loss of extracurricular opportunities for one year. If the student agrees to an assessment at a school approved program, at the parent's expense, and follows the program recommendations, he will be suspended for a total of six weeks of the competitive season. The student must participate in all practices and attend all contests during the time they are serving their consequence. This could result in the consequence being served over two seasons.

Third offense – loss of extracurricular opportunities for one calendar year from the date of the infraction, which would include all practices.

Fourth offense – termination of all extracurricular opportunities for the remainder of their high school career.

TOBACCO

Expectation: Students will not use or possess smoking tobacco and/or smokeless tobacco products seven day a week, twelve months a year, whether or not school is in session, for all four years at LT.

Consequences:

First offense – suspension from all activities for ten percent of the competitive season or two events, whichever is less, with the student expected to participate in all practices and attend all contests during that time. The student must attend a school-approved chemical education program at their own expense. Failure to do so will lead to further suspension.

Second offense – loss of extracurricular opportunities for one year. If the student agrees to an assessment at a school approved program, at the parent's expense, and follows the program recommendations, he will be suspended for a total

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of six weeks of the competitive season. The student must participate in all practices and attend all contests during the time they are serving their consequence. This could result in the consequence being served over two seasons.

Third offense – loss of extracurricular opportunities for one calendar year from the date of the infraction, which would include all practices.

Fourth offense – termination of all extracurricular opportunities for the remainder of their high school career.

SCHOOL RULE INFRACTIONS RESULTING IN SUSPENSION

Expectation: Students will adhere to all school rules and display conduct becoming a District 204 representative.

Consequences:

First offense – suspension from all activities for ten percent of the competitive season or two events, whichever is less, with the student expected to participate in all practices and attend all contests during that time

Second offense – suspension for a total of six weeks of the season which could result in the consequence being served over two seasons. The participant must participate in all practices and attend all contests during the time they are serving the consequence.

Third offense – loss of extracurricular opportunities for one calendar year from the date of the infraction, which would include all practices.

Fourth offense – termination of all extracurricular opportunities for the remainder of the high school career.

APPEAL PROCESS – The coach/sponsor is charged with the responsibility of enforcing the consequences in the Student Activities Code. The expectation is that, except in unusual cases, the stated consequences will be applied. The consequences may be appealed to the Principal or his designee.

I have read the above information and will abide by the Student Activities Code.

Student Signature: _____

Coach/Sponsor Signature: _____

Parent/Guardian Signature: _____

Date: _____

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